

I. Position Information

Job Title:	Administrative Assistant
Position Level:	Service Band 3, quartile 2 (SB3.2)
Programme Title:	Strengthened Gender Action in Cahul and Ungheni districts
Reports to:	Programme Manager

II. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The work of UN Women in Moldova is guided by its new [Country Strategic Note for 2018-2022](#), aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#), the [Global Strategic Plan of UN Women for 2018-2021](#), the [National Strategy on Gender Equality for 2017-2021 \(NSGE\)](#), the [National Strategy for Preventing and Combating Violence against Women and Domestic Violence for the Period 2018-2023](#), and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on three main areas: 1/strengthening women’s participation in politics and decision making, 2/economic empowerment of women and 3/ending violence against women and girls. To achieve progress under these areas, UN Women works with a variety of national and international partners and as part of different national and regional initiatives.

Starting in January 2020 UN Women will implement in Moldova a EU-funded Programme *Strengthened Gender Action in Cahul and Ungheni districts in Moldova* with the short title: “EVA”.

The programme will contribute to the consolidation and fortification of gender mainstreaming at the local level, in line with the provisions of the National Strategy to Ensure Equality between women and men in the Republic of Moldova for the years 2017-2021 and the European Charter for Equality of Women and Men role in Local Life . The proposed intervention will contribute to capacity development and to gender mainstream policies, programmes and institutional structures at local level, in order to redress existing inequalities and to preserve equality between women and men as well as to ensure that the specific needs and priorities of women and men, either separately or together, are adopted in local decision-making. The Programme will tackle domestic violence against women and children, particularly on improving the capacity and assessment tools of multi-disciplinary specialist response and services, including sexual forms of violence in domestic violence.

The programme is aimed at achieving the following results: *Gender equality is promoted and mainstreamed in local policymaking and decision taking* and *Victims of domestic, including sexual, violence have greater access to effective survivor-focused multi-disciplinary services and violence prevention is piloted in local schools and communities*.

III. Organizational Context

Under the overall supervision of the Programme Manager, the Administrative Assistant supports the Programme Operations by performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Administrative Assistant promotes a client, quality and results-oriented approach.

The Administrative Assistant works in close collaboration with the programme and operations team to ensure consistent service delivery.

IV. Functions

Provide general administrative and logistical support to the programme in accordance with UN Women rules, regulations, policies, and strategies:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Collect information on shipments, customs clearance arrangements, prepare documents for UN Women shipments (received/sent);
- Arrange travel and hotel reservations, prepare travel authorizations, process requests for visas, identity cards and other documents, collect information for DSA, as required;
- Provide support to international consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
- Provide administrative support and make logistical arrangements for working meetings, conferences, workshops, study tours, regional events etc.;
- Draft minutes of Programme Board and other programme related meetings;
- Provide administrative support to property management; coordinate the cleaning services. Maintain files and records relevant to office premises and related maintenance services;
- Maintain filing system ensuring safekeeping of confidential materials, manages incoming and outgoing correspondence, coordinate archiving of the documents;
- Provide support in contracts' and agreements' management and communication with contractors and beneficiaries.

Coordinate and organize assets management and procurement processes

- Ensure monitoring and maintenance of office stationery supplies including maintenance of stock list of stationery, distribution of stationery and keeping a log of distribution;
- Coordinate assets management in the programme office(s), prepare and submit periodic inventory reports,;
- Provide inputs to the preparation of procurement plan for the programme and monitor its implementation and prepare reports;
- Review procurement needs and initiate procurement procedures for office and project equipment, supplies and services;
- Organize procurement activities and processes, including preparation and conduct of Request for Quotations, Invitations to Bid or Requests for Proposals, the opening and evaluation of tenders;
- Coordinate contract negotiations, prepare request for award of contract for the review and approval of relevant authorities, as required.
- Organize announcements or call-for-proposals and selection processes of implementing partners; prepare submissions for approval of Programme Cooperation Agreements (PCA), issue PCAs.

Provide administrative support to the implementation of Human Resources services:

- Maintain records on all project personnel/national and international consultants and their respective status (contracts, ToRs, time and attendance, etc.) in accordance with accepted policies and procedures;
- Provide support in organizing recruitment processes for project personnel: draft vacancy announcement, compile matrixes, organize interview panels;
- Organize processes for engagement of national and international consultants, coordinate evaluation process, process issuance and extensions of the contracts;
- Maintain staffing lists and reports, as required;
- Perform the duties of Leave Monitor.

Provide administrative support to knowledge building and knowledge sharing:

- Provide inputs for the trainings for the operations/projects staff on administration;
- Collect and compile lessons learned and best practices in the area of responsibility. Disseminate to vendors and stakeholders as appropriate to build capacity and knowledge;

- Provide administrative support in the organization of learning events.

V. Key Performance Indicators

- Adherence to UN Women rules and regulations;
- Quality support to conferences and events;
- Quality organization of files and reports;
- Timely support to team.

VI. Competencies

Core Values:

- Respect for Diversity;
- Integrity;
- Professionalism.

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues;
- Accountability;
- Creative Problem Solving;
- Effective Communication;
- Inclusive Collaboration;
- Stakeholder Engagement;
- Leading by Example.

Please visit this link for more information on UN Women's Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

Functional Competencies:

- Ability to administer administrative processes and transactions;
- Ability to perform work of confidential nature and handle a large volume of work;
- Good knowledge of administrative rules and regulations;
- Good IT and web-based management skills.

VII. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> • University degree in Business Administration or related fields.
Experience:	<ul style="list-style-type: none"> • Minimum 2 (two) years of progressively responsible experience in administration, procurement, HR, or logistic support service: • Experience in the usage of computers and office software packages (MS Word, Excel, etc.): • Experience in the use of ERP systems, including ATLAS, is an asset: • Experience in UN is an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English and Romanian is required; • Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

VIII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i> Name	Signature	Date
Supervisor Name	Signature	Date
Chief Division/Section Name:	Signature	Date