



JOB DESCRIPTION

Official Job Title:	Administrative Associate	Duty Station: Moldova CO
Grade (Classified)	GS-6	
Post Number:	00068922	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	CCOG 2.1.01	Date: October 2016

1. Organizational Location

The Administrative Associate is located in Moldova Country Office (CO) and reports to the UNFPA Representative.

2. Job Purpose

The Administrative Associate delivers quality services in HR, administration and finance to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects.

3. Major Activities/Expected Results

- Adapts processes and procedures, anticipates and manages operational requirements of programme/ project inputs in terms of personnel, sub-contracts, equipment, fellowships, study tours, official travel and other programme and project-related events to facilitate programme/ project delivery.
- Manages recruitment and selection process of individual consultants applying best practice HR tools and mechanisms, advises and briefs managers and project personnel on HR policies and procedures.
- Reviews procurement requests and initiates procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions. Contributes to the smooth running of the office by ensuring provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records.
- Sets up and monitors the filing system and a follow-up system for the CO. Organizes and maintains the filing system for the UNFPA Representative. Maintains up-to-date electronic mailing lists.
- Logs and routes incoming documents from the Representative to the CO staff for action; reviews and ensures conformity to UNFPA's guidelines and procedures of all outgoing

correspondences and submits for the UNFPA Representative's signature.

- Drafts non-substantive correspondence, takes dictations and types correspondence, documents and reports ensuring that spelling, punctuation, and format are correct; and in consultation with other CO personnel responds to requests for information, which may be of a confidential nature, in a timely, discrete and accurate manner.
- Responsible for protocol matters. Manages the UNFPA Representative's calendar and schedule of appointments and meetings. Receives high-ranking visitors/officials. Takes minutes and/ or notes as required, and answers and screens calls with tact and discretion.
- Fulfill interchangeable English-Romanian-Russian translation of CO related documents.
- Perform all functions as Field Office Buyer: create, dispatch and close Purchase Orders; record and maintain asset data in Asset Management module; Create and modify vendors in Vendor Portal.
- Perform other related duties that might be required for the office.

4. **Work Relations**

Internal contacts include the CO's administrative management team, the CO's programme/ technical team and UN Agencies colleagues within the "Delivering as One" modality.

5. **Job Requirements**

Education:

Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT systems.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

Functional Skill Set:

- Providing logistical support

- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking
- Supporting financial data analysis

Languages:

- 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.

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	<hr/> <Enter Incumbent's Name Here> <hr/> <hr/> <Date> <hr/>
Immediate Supervisor's Name & Signature	<hr/> <Enter Supervisor's Name Here> <hr/> <hr/> <Date> <hr/>
Division Director's Name & Signature	<hr/> <Enter Division Director's Name Here> <hr/> <hr/> <Date> <hr/>