Executive Assistant - (2304951)

Grade: G5
Contractual Arrangement: Fixed-term appointment
Contract Duration (Years, Months, Days): 24 months
Posting Date: Jun 14, 2023, 10:51:43 AM
Closing Date: Jun 30, 2023, 3:29:00 AM
Primary Location: Sri Lanka-Colombo
Organization: SE_SRL WR Office, Sri Lanka
Schedule: Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

The objective of the programme is to provide leadership and support in building national capacity for implementing WHO technical guidelines, norms and standards relating to access to essential health services health technologies, medicines, including traditional and complementary medicines and to regularly assess and analyze national and subnational health situation and trends using comparable methods, taking into account national, regional and global priorities and ensure quality of statistics and health information.

DESCRIPTION OF DUTIES

Under the direct supervision of National Professional Officer (Health Systems Policy & Evaluation) and broad guidance of the Administrative Officer, the incumbent provides office and secretarial support as follows:

1. GENERAL
   • Receive visitors and telephone calls with tact and discretion and acts according to the nature and urgency of each, including redirecting as appropriate.
   • Organize and provide background information for appointments of supervisors with official visitors and/or staff members.

2. CORRESPONDENCE
   • Draft general or administrative correspondence on own initiative or on the basis of instructions; finalize correspondence/reports for signature/clearance.
   • Verify that outgoing correspondence is presented in accordance with WHO Country office styles and checking language, grammar and accuracy prior to submitting for signature and clearance.
   • Analyze incoming correspondence and requests in the light of background material, instructions, policies and precedents, researching, obtaining and attaching background information in anticipation of the responsible officer's needs, or redirecting them as appropriate; identify and highlight incoming documents and attach background information.
   • Ensure that reports and documents are in line with WHO standards, rules, practices and procedures, editing and correcting them as necessary prior to their submission for signature or clearance of relevant authority.
   • Using appropriate tracking tools, follow-up on and ensure that target dates and deadlines are met, and that correspondence and queries are responded to in a timely manner.

3. PROCUREMENT
   • Initiate through Oracle/GSM procurement module, contracts for Agreements for Performance of Work (APW), Technical Services Agreements (TSA), Direct Financial Cooperation (DFCs), Imprest Purchase Order (IPOs), Grant Letter of agreement (GLoAs) and General External Services requests (GES), etc. Monitor and record receipt of deliverables and initiate and monitor payments as needed.

4. BUDGET & FINANCE
   • Assists in the monitoring and progress review of projects and tasks in the GSM/Oracle work plan.
   • Provides team members with timely information on project and task budget ceilings, award budgets, expenditure, and funds available, as required.
   • Monitors income and expenditures for planning purposes.
   • Promptly follows-up on financial, budgetary and any outstanding issues concerning the team/department, including ensuring timely processing of committal documents.
   • Assists in the preparation of financial and technical progress reports to donors.
5. INFORMATION MANAGEMENT

- In close collaboration with other support staff, create and/or maintain filing systems; continual review of filing system to ensure information is up to date and effectively and efficiently used.
- Obtain documents and information from in-house and external sources as required; perform information searches (library, internet) as requested.

6. MEETING ADMINISTRATION

- Arrange and coordinate preparation for meetings, seminars, workshops, including letters of invitation, costs calculation and travel requests; assisting with preparation of documents, dispatching of materials and liaising with participants and others involved.
- Prepare presentations using PowerPoint and other software packages on own initiative or on the basis of instructions.
- Schedule periodic team and ad hoc meetings, according to schedules and need; taking and preparation of minutes.
- Obtain briefing and background materials for meetings, seminars, workshops, etc. to be attended by the team's professional staff, checking their availability and ensuring they have the appropriate briefing files and documents.

7. TRAVEL

- Using GSM/Oracle, prepare travel requests for official WHO travel. Make flight and hotel reservations, prepare travel files and deal with other related matters as requested or on own initiative.

8. OTHER DUTIES

- Perform other related duties as required or instructed, including providing support to other areas of work.

REQUIRED QUALIFICATIONS

Education

Essential: Completion of secondary school education.
Desirable: Diploma/course in administration and/or management.

Experience

Essential: At least five (5) years of progressive relevant experience in secretarial/administration functions.
Desirable: Experience in any UN or international organization is an advantage.

Skills

The incumbent maintains and updates proficiency in the use of modern office technology through in-house courses, on-the-job training or self-training. He/she keeps abreast of changes in procedures and practices, rules and regulations, organizational structure, to be able to brief others and explain procedures. Knowledge of Excel spreadsheets and application of excel skills as applied to data generated from the GSM.

WHO Competencies

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Producing results
- Moving forward in a changing environment

Use of Language Skills


REMUNERATION
WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at LKR 1,972,279 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

**ADDITIONAL INFORMATION**

- This vacancy notice may be used to fill other similar positions at the same grade level.
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: http://www.whed.net. Some professional certificates may not appear in the WHED and will require individual review.
- According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- For information on WHO's operations please visit: http://www.who.int.
- The WHO is committed to creating a diverse and inclusive environment of mutual respect. The WHO recruits and employs staff regardless of disability status, sex, gender identity, sexual orientation, language, race, marital status, religious, cultural, ethnic and socio-economic backgrounds, or any other personal characteristics.
- The WHO is committed to achieving gender parity and geographical diversity in its staff. Women, persons with disabilities, and nationals of unrepresented and underrepresented Member States (https://www.who.int/careers/diversity-equity-and-inclusion) are strongly encouraged to apply for WHO jobs.
- Persons with disabilities can request reasonable accommodations to enable participation in the recruitment process. Requests for reasonable accommodation should be sent through an email to reasonableaccommodation@who.int
- An impeccable record for integrity and professional ethical standards is essential. WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- WHO also offers wide range of benefits to staff, including parental leave and attractive flexible work arrangements to help promote a healthy work-life balance and to allow all staff members to express and develop their talents fully.
- The statutory retirement age for staff appointments is 65 years. For external applicants, only those who are expected to complete the term of appointment will normally be considered.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.
- In case the website does not display properly, please retry by: (i) checking that you have the latest version of the browser installed (Chrome, Edge or Firefox); (ii) clearing your browser history and opening the site in a new browser (not a new tab within the same browser); or (iii) retry accessing the website using Mozilla Firefox browser or using another device. Click the link for detailed guidance on completing job applications: Instructions for candidates