

<b>TITLE: Administrative Assistant for In-Kind Procurement</b>		<b>PRO-029</b>
<b>REPORTS TO LINE MANAGER: Section Leader of the Project Management Section, Project Office</b>		
<b>DIRECT EMPLOYMENT: NOT REQUIRED</b>	<b>GRADE RANGE: G3-G4</b>	
<b>DATE WRITTEN: DECEMBER, 2007</b>	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**Purpose:**

To provide administrative support related, in particular, to in-kind procurements in the Project Management Section of the Project Office.

**Major Duties and Responsibilities:**

- Assist the responsible officers managing in-kind procurements in all administrative matters related to the preparation of Procurement Arrangement documentation and monitoring.
- Responsible for maintaining, recording and archiving any in-kind procurement related documentation, including maintaining web-based document filing systems (entering and updating).
- Assist the responsible officers managing in-kind procurements in the follow-up of actions and milestones.
- Provide logistical assistance in the organisation of meetings, including booking of meeting facilities and a range of logistical arrangements required for meetings.
- Provide regular planning and status reports on ongoing in-kind procurement activities

**Qualifications and Experience:**

- Minimum 5 years of professional experience in a similar position in international projects or international working environment.
- Excellent command of written and spoken English.
- Excellent command of MS Office (in particular Word, Excel and Powerpoint)
- Proven experience in the use of databases.
- Excellent organisation and coordination skills with the ability to set priorities and meet deadlines.
- Excellent team player with a high level of autonomy.
- Strong interpersonal skills to work effectively in a multi-cultural environment.

**Work Management structure and interfaces:**

- Reports to the Project Management Section Leader within the Project Office.

**Authority/Approval Levels:**

- Has authority and approval levels as defined by the Head of Project Office for his/her scope of work.

**Measures of Effectiveness**

- Successfully contributes to the organisation of the Project Management Section of the Project Office and to the execution of the duties and responsibilities of the Project Office.