



Empowered lives
Resilient nations

UNITED NATIONS DEVELOPMENT PROGRAMME
República Democrática de São Tomé e Príncipe
JOB DESCRIPTION

I. Position Information

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| Job Title: Executive Assistant/Communication | Grade: SB3 |
| Position Number: 00143586 | Position Status: Non-Rotational |
| Department/Unit: RBA/UNDP Sao Tome e Príncipe | Contract Type: Service Contract |
| Duty Station: Sao Tome e Príncipe | Effective: 1 st July 2019 |
| Reports to: Resident Representative | |
| Reports: N/A | |

II. Organizational Context

Under the direct supervisor of Resident Representative (RR), the Executive Assistant /Communication provides programme support services ensuring high quality, accuracy and consistency of work.

The incumbent is entrusted with the day to day support of the RR and if required Deputy Resident Representative (DRR)/Assistant Resident Representatives as well as the management of their agenda. S/he will endeavor to maintain a close liaison with other programme team members to ensure the coherence of programme work and activities.

The Executive Assistant/Communication is also entrusted with the maintenance of records of all signed agreements on cost-sharing, trust funds, and other relevant documentation. S/he acts as Secretary to the Senior Management Team meetings.

The Executive Assistant/Communication will be responsible for visibility of UNDP Programmes and promoting good image of UNDP. She/he will organize UNDP events according to protocol and UNDP communication standards.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support to RR, DRR and ARRs in management of their calendars
- Takes lead on communication activities of UNDP
- Support to management of the CO programme and administrative support to the Programme Unit
- Support to knowledge building and knowledge sharing

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| <p>1. Provides effective support to RR, DRR and ARRs in management of their calendars on the achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support of the RR and the DRR/ARRs on day to day activities as well as the management of their agenda. S/he will endeavor to maintain a close liaison with other programme team members to ensure the coherence of programme work and activities. <input type="checkbox"/> Performs as Secretariat S/he acts as Secretary to the Senior Management Team meetings and when required to Programme meetings and documents action points for follow up work. <input type="checkbox"/> Preparation of presentation on programmes carried by UNDP for internal and external partners. <input type="checkbox"/> Support resource mobilization efforts. <input type="checkbox"/> Drafting briefs for events and high level meeting for RR in collaboration with programme colleagues. <input type="checkbox"/> Ensures communication between senior management and all staff in the Office. | |
| <p>2. Takes lead on communication activities of UNDP through focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensuring that UNDP events are organized according to protocol. <input type="checkbox"/> Updates UNDP website and social media sites of UNDP. <input type="checkbox"/> Drafts or edits speeches. <input type="checkbox"/> Ensures visibility and promotes actively good image of UNDP through different communication channels. | |
| <p>3. Support to management of the CO programme and administrative support to the Programme Unit, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review of contributions agreement, managing contributions in Atlas. <input type="checkbox"/> Prepares reports on resource mobilization targets as requested. <input type="checkbox"/> Keeping records of all correspondence and minutes <input type="checkbox"/> Support in drafting briefs <input type="checkbox"/> Maintenance of records of all signed agreements on cost-sharing, trust funds, etc. | |
| <p>4. Supports knowledge building and knowledge sharing in the CO focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organization of learning sessions for UNDP staff. <input type="checkbox"/> Participation in the trainings for the operations/ projects staff on programme. <input type="checkbox"/> Contributions to knowledge networks and communities of practice. | |

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| IV. Impact of Results | |
| <p>Accurate data entry and financial information have an impact on the quality and implementation of the UNDP programme. A client-oriented and efficient approach impact on the image of UNDP in the country.</p> | |

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| V. Competencies and Critical Success Factors | |
| <p>Functional Competencies:</p> <p>Level 1.1: Support the preparation of information for advocacy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifies relevant information for advocacy for a variety of audiences | |

Results-Based Programme Development and Management

Level 1.1: Contributing to results through provision of information

- Provides information and documentation on specific stages of projects/programme implementation

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives

Innovation and Marketing New Approaches

Level 1.1: Implementing processes and uses products

- Documents and tracks innovative strategies/best practices/new approaches

Resource Mobilization (Field Duty Stations)

Level 1.1: Providing information for resource mobilization strategies

- Maintains information/databases on potential and actual donors
- Maintains database of project files
- Provides data and information needed for preparation of project documents

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Demonstrates good knowledge of information technology and applies it in work assignments

Global Leadership and Advocacy for UNDP's Goals

Level 1.1: Research and analysis

- Identifies relevant information for advocacy for UNDP's goals for a variety of audiences

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

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| <p>Core Competencies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrating/safeguarding ethics and integrity <input type="checkbox"/> Demonstrate corporate knowledge and sound judgment <input type="checkbox"/> Self-development, initiative-taking <input type="checkbox"/> Acting as a team player and facilitating team work <input type="checkbox"/> Facilitating and encouraging open communication in the team, communicating effectively <input type="checkbox"/> Creating synergies through self-control <input type="checkbox"/> Managing conflict <input type="checkbox"/> Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member. <input type="checkbox"/> Informed and transparent decision making |
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| VI. Recruitment Qualifications | |
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| Education: | University Degree in Communication, Business or Public Administration, Economics, Political Sciences and Social Sciences or related areas. |
| Experience: | <ul style="list-style-type: none"> • 3 years of relevant communication/administrative experience. • Experience in project implementation and managing big events is highly desirable. • Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems, editing and design software. |
| Language Requirements: | Portuguese Proficiency and English is an asset. |

| VII. Signatures- Job Description Certification | | |
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| Incumbent <i>(if applicable)</i> | | |
| Name | Signature | Date |
| Supervisor | | |
| Katarzyna Wawiernia, RR Chief Division/Section | Signature <i>K. Wawiernia</i> | Date : 23.05.2019 |
| Katarzyna Wawiernia, RR | Signature <i>K. Wawiernia</i> | Date : 23.05.2019 |