

Administrative Support Officer at United Nations Office on Drugs and Crime (UNODC)

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Job Description

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For two decades, the United Nations Office on Drugs and Crime (UNODC) has been helping make the world safer from drugs, organized crime, corruption and terrorism. We are committed to achieving health, security and justice for all by tackling these threats and promoting peace and sustainable well-being as deterrents to them. Because the scale of these problems is often too great for states to confront alone, UNODC offers practical assistance and encourages transnational approaches to action. We do this in all regions of the world through our global programmes and network of field offices.

Responsibilities

Within the delegated authority and under the supervision of the Head of Transnational Organized Crime, Illicit Trafficking and Terrorism Programmes, ROEA – UNODC, the UNV will:

As part of a team and in line with the applicable UN rules and regulations, contribute to the implementation of activities including secretarial, administrative, and logistical arrangements for workshops, meetings, conferences, and expert missions to support the implementation of the UNODC project on supporting the EAPCCO and its CTCoE.

In connection with the project, perform general administrative tasks (including leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g., requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa

applications, etc.).

Monitor processes related the project outputs, activities, and tasks; assist in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with the relevant legal, financial, and other requirements.

Prepare official correspondence and other communications (including invitation letters, note verbales, etc.) using standard word processing package; produce a wide variety of large, complex documents and reports.

Proofread and edit documents for accuracy, grammar, punctuation, style, and formatting.

Perform data entry and extraction functions; generate a variety of standard statistical and other reports, work orders, etc., using various databases.

Maintain calendar/schedules; monitor changes and communicate relevant information to appropriate staff; maintain hard- and soft-copy files and databases.

Screen phone calls and visitors; respond to moderately complex information requests and inquiries (e.g., answers requests requiring file search, etc.), and as necessary, refer inquiries to appropriate officers.

Review, record, distribute, and/or process mail and other documents; follow-up on actions.

Update and maintain large distribution lists; monitor, prepare, and distribute various materials, reports, where possible using electronic formats; handle arrangement for printing and translation as necessary; coordinate shipment arrangements, courier services, etc.

Provide guidance to less experienced staff on general office processes and procedures, computer applications, etc.

Performs other tasks and assignments as necessary. Results/expected outputs: As part of a team, the Volunteer will be involved in supporting specified aspects of the work of UNODC ROEA Transnational Organized Crime, Illicit Trafficking, and Terrorism Programmes, and will receive guidance, supervision, and on the job-training on a regular basis. Additional training opportunities may become available through participation in specialized courses in the area of work and attendance to substantive events including field missions, seminars, workshops, etc. Through the assignment, the UN Volunteer will have:

Gained improved knowledge on providing administrative and logistical support to capacity-building programmes and projects aimed at preventing and countering transnational organized and terrorism;

Gained direct administrative work experience in supporting complex regional programmes in the areas of transnational organized crime and terrorism prevention;

Gained exposure to the overall work of the United Nations, as well as improved skills in leading the relevant administrative work processes in line with the UN regulations and rules;

Gained exposure to the overall work of the United Nations in the field of programme support;

Gained experience in event planning and implementation;

Improved skills in collecting, collating, analyzing, and presenting complex information related to the implementation status and other parameters relevant for the programme and project implementation;

Improved skills in providing logistical support for the preparation and implementation of national/regional activities (e.g. training, missions, workshops, study tours, etc.) provided;

Learn to conduct administrative monitoring and reporting to line and senior management in line with the UN regulation and rules;

Weekly written and/or oral updates to the ROEA Head of Transnational Organized Crime, Illicit Trafficking and Terrorism Programmes and Programme Managers provided;

Monthly written reports to the ROEA Head of Transnational Organized Crime, Illicit Trafficking and Terrorism Programmes and Programme Managers, detailing work undertaken and progress achieved within the month, provided; All the outputs should be submitted in English and meet the satisfaction of UNODC according to the following indicators:

Quality of the reports produced;

Technical competence; and

Timeliness of the delivery.

Requirements

Required experience

3 years of experience in providing secretarial, administrative, and logistical support is required; a first-level (bachelor's) university degree is desirable

Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) is desirable;

Experience making administrative arrangements for meetings and events, including travel, is required;

Experience in document management is desirable;

Experience in drafting documents and correspondence is desirable;

Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet is required;

Accuracy and professionalism in document production and editing, are required;

Experience working in an international setting such as the United Nations or any other international organization is desirable.

Excellent oral and written skills in English, including drafting, formulation, and reporting skills, is required;

Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including high-level government officials.

Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;

Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;

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