JOB OPENING

March 5, 2015

Job opening number: 2015-001/G3/SSS

To: All personnel of the ECLAC System

From: Juliana Martinez, Recruitment Officer Human Resources Section

Reference: Job Opening

Functional Title: Team Assistant

Category & Level: GS-3

Location in the Organization: Safety and Security Services, Division of Administration

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RESPOSIBILITIES
Under the direct supervision of the Chief of the Security and Safety Section the incumbent will be responsible of performing the following duties:

- Provides general office support services to help ensure the smooth functioning of the Security and Safety Section.
- Prepares documents related to the logistic and administrative activities of the Section.
- Keeps records and controls time and attendance of the Section, including CTO, overtime and night difference records.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the Section.
- Reviews, records, routes and/or processes mail or other documents; gathers pertinent background material; tracks and monitors follow-up action as required. Distribute relevant documents to staff members of the Section.
- Receives phone call and visitors, and responds to routine inquiries and information requests, including drafting routine written responses, or routes to appropriate personnel for handling as required.
- Maintains files (both paper and electronic) and databases for work unit.
- Updates and maintains large distribution lists, including the list of contacts of the Section. Assembles documents, reports and other materials for global dissemination, where possible using electronic formats; coordinates courier services.
- Performs basic data entry and extraction functions.
- Checks accuracy of simple calculations, coding, data, etc.
- Performs a variety of administrative duties (e.g. meeting organization, reservations, office supply and equipment orders, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, expense claims, vouchers, visa applications, etc.).
• Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, printer, scanner, etc.
• Receives and inspects materials and equipment for the Section, such as uniforms, security equipment, safety equipment, etc.
• Delivers urgent mail/messages.
• Replaces the Administrative Assistant of the Section in his/her absence.
• Performs other duties as assigned by the Administrative Assistant.

COMPETENCIES
Professionalism: Knowledge of general office and administrative support is required. Knowledge of administrative policies, processes and procedures is required. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

QUALIFICATIONS

Education: High school diploma or equivalent is required.

Experience: At least two years of experience in general office support or related areas are required.

Language: Advanced knowledge of Spanish and basic knowledge of English is required. Knowledge of the second language (English/Spanish) will be tested, unless it can be supported by a certificate from a recognized institution.

DEADLINE FOR SUBMISSION OF APPLICATIONS IS

20 de marzo de 2015

NOTE: THIS VACANCY IS OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Interested candidates must send their PHP or P.11 and a cover letter to: staffing@cepal.org, indicating the Job Opening number (2015-001/G3/SSS) in the email subject.