

Making a Lasting Difference for Children

The UNITED NATIONS CHILDREN FUND (UNICEF) Regional Office for Latin America and the Caribbean is seeking an Operations Assistant

Major Responsibilities: Under the general supervision of the Head of the Operations Section, performs a variety of administrative, clerical & secretarial support functions related to the provision of Operations Management Services for the Regional Office.

Profile of ideal candidate:

- Completion of secondary education.
- Completion of relevant university level credit courses in Administration or additional progressive formal or “on the job” training is highly desired.
- Three to four years general clerical work, which should include a good knowledge of standard clerical practices and procedures. Preferably experience in UN/UNICEF operational procedures and regulations.
- Fluency in Spanish and working knowledge of English is an asset.
- Strong skills and experience in drafting, oral and written communications.
- Knowledge and experience with computer system applications including internet navigation.
- Good analytical skills. Ability to work independently, with minimum supervision;

Competencies: Highly responsible individual with the following competencies:

- Foundational: Commitment, Drive for Results, Embracing Diversity, Integrity, Self-Awareness and Self-Regulation, Teamwork
- Functional: Communication, Tact, and Technical Knowledge.

How to apply:

Please send your application letter under **Ref: Vacancy Notice #TAC-09-015 Operations Assistant**. Complete application form by accessing the following web address:

http://www.unicef.org/lac/contact_3343.htm

Closing Date: 13th November, 2009.

Please note that applications will be considered only if accompanied by an updated CV and the application form on InfoPath format found on the UNICEF website stated above, for the application to be valid.

Internal candidates need to submit their two most recent PER/Personnel Evaluations (mandatory for UNICEF & UN candidates).

We will only acknowledge or contact short-listed candidates.

UNICEF is a smoke-free environment. UNICEF welcomes applications from qualified women. Candidates will be treated regardless of religion, social status, age and HIV status..