



## VACANCY ANNOUNCEMENT

<b>Post title:</b>	<b>Operations Assistant</b>
<b>Category/Grade:</b>	<b>GS-4</b>
<b>Closing Date for Applications:</b>	<b>1 September 2019</b>
<b>Type of Appointment:</b>	<b>Service Contract (for one year with possible extension)</b>
<b>Eligibility:</b>	<b>Open to the Nationals of Armenia only</b>

### ***For every child, a champion***

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

### ***How can you make a difference?***

Under the supervision and guidance of the Administrative Assistant, the Operations Assistant is responsible for executing a broad variety of routine tasks for the Operations Section requiring full knowledge of UNICEF operations/administrative procedures, processes and policies.

### **Major Duties and Responsibilities**

#### **Communications & Workflow**

- Proceeds with outgoing mail delivery including UN pouch;
- Handles delivery of vendors' invoices;
- Handles office incoming and outgoing telephone calls.



### **Events/Logistics**

- Provides support to the office with logistical arrangements related to trainings/ workshops/ conferences etc.;
- Assists in preparation of supporting documents for operations-related events.

### **Travel**

- Contacts travel agents for obtaining airline tickets options;
- Assists with ticket reservation/issuance;
- Researches visa related information;
- Arranges for accommodation reservations to the CO visitors;
- Assists in coordinating drivers daily schedule and vehicle availability;
- Ensures on-line check-in for UNICEF travelers when requested;
- Maintains Travel filing;
- Prepares Travel Authorisations and Security Clearance requests for drivers.

### **Invoice Processing**

- Assists with registration of invoices;
- Responds to client transaction status and other inquiries.

### **Procurement/Supplies/Administration**

- Collects necessary documents from Operations-related new vendors and requests relevant vendor updates in the system;
- Assists in advertisement of tenders;
- Contacts vendors for obtaining price quotations for operations-related procurement;
- Acts as a back-up for Purchase Requisitions/Purchase Orders creation;
- Monitors consumption of office supplies;
- Ensures office premises maintenance;
- Arranges the procurement of office supplies within the limits of petty cash;
- Maintains procurement filing.

### **General operations/administrative duties:**

- Acts as a back-up for Administrative Assistant and Executive Assistant in case of absence;
- Prepares taxi invoice breakdowns;
- Prepares bills for reimbursement from staff using UNICEF facilities for personal purposes;
- Arranges for printing of business cards and office labels;
- Assists with operation section filing, scanning, copying, binding etc. on a daily basis;



- Arranges for UNICEF and UN Conference hall reservations for Operations Section;
- Accompanies UNICEF visitors in/out UN Building in line with UN DSS Security procedures.
- Other duties as required.

***To qualify as an advocate for every child you will have...***

**Education:**

- Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work in administration and operations.

**Experience:**

- A minimum of 4 years of relevant administrative or clerical work experience is required;
- Previous work experience with international organizations in the field of administration/operations is an asset.

**Languages:**

- Fluency in English and Armenian is required. Knowledge of Russian is considered as an asset.

**Skills:**

- Good knowledge of MS Office 365 and active using of internet is required;
- Experience with SAP is an asset;
- Organizational, planning and prioritizing skills and abilities.
- Ability to deal patiently and tactfully with visitors.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural background.
- Ability to work in a team environment to achieve common goals.

***For every Child, you demonstrate...***

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

The technical competencies required for this post are: Analyzing (I); Learning and Researching (I); Planning and organizing (I); Following Instructions and Procedures (I).

**View our competency framework at**

[http://www.unicef.org/about/employ/files/UNICEF\\_Competerencies.pdf](http://www.unicef.org/about/employ/files/UNICEF_Competerencies.pdf)



**Application Procedures: All qualified applicants are strongly encouraged to apply online, using the following online application link found at:**

<http://www.jobfinder.am/ViewJob.aspx?JobPostingID=47975>

**Applications will be considered only if accompanied by an updated CV, Motivation Letter and UN Personal Form (P11) written in English. Incomplete applications will not be considered. Only shortlisted candidates will be contacted and advance to the next stage of the selection process.**

**Remarks:**

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.