



UNAIDS is an innovative United Nations partnership that leads and inspires the world in achieving universal access to HIV prevention, treatment, care and support.

UNAIDS' Cosponsors include UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, UN Women, ILO, UNESCO, WHO and the World Bank. Visit the UNAIDS Web site at [www.unaids.org](http://www.unaids.org)

**Vacancy No.:** UNAIDS/19/FT69

**Date:** 11 October 2019

**Title:** Administrative Assistant, Moscow

**Application Deadline:** 2 November 2019

**Grade:** G6

**Organization unit:** AI UNAIDS Joint United Nations Programme on HIV/AIDS (AI)

**Contract type:** Temporary Appointment under Staff Rule 420.4

Regional Support Team, Eastern Europe and Central Asia

**Duration of contract:** Temporary Appointment starting asap until 31 December 2021 (extra-budgetary project post of limited duration, subject to availability of XB funding)

**Duty station:** Moscow, Russian Federation

#### **MANDATE OF THE DEPARTMENT:**

Provide leadership and coordinate support for an expanded UN system response to ending the AIDS epidemic at regional and country level. Promote, support and provide guidance to regional and national partners and the UN system in reaching Global AIDS targets by 2020 with a Fast-Track approach to rapidly scale up HIV services focused on populations and in locations most affected by the epidemic. Mobilize resources, political will and partnerships within the region. Promote effective use of strategic information and documentation of trends on the epidemic and the response as well as provide intellectual leadership on the status of the response to HIV in the region

#### **Main tasks and Responsibilities of the Position:**

Under the overall guidance and supervision of the responsible Officer, the Administrative Assistant is responsible for providing technical and programme support in an independent manner, and is assigned part or all of the following responsibilities:

##### Office Administration

Provide assistance to the implementation of the programme activities, namely develop, support and assist with the organization of the meetings and activities of the UN Joint Team on HIV/AIDS, seminars, workshops, training sessions, drafting Note for the Record, meeting minutes, agendas, hand-outs for the meeting, as required; prepare and/or coordinate the preparation of field visits for the missions in cooperation with programme, NGOs and government departments, including drafting agendas and supporting documents for the UCD and/or other professional staff missions; maintaining programme/project files for completed and on-going activities, projects and regional projects, together with electronic archive of project documents and reports, as well as records, documents and control plans for the monitoring of project/programme implementation.

Research, collect and compile statistical and other information from government offices, NGOs and international organizations and background information for use in discussions with the government and other organizations in support of technical activities of the UNAIDS Office/RST Office, and disseminating data and information, as required.

Provide administrative and general secretarial support, including but not limited to screening and distributing incoming correspondence and documents; drafting and finalizing correspondence on own initiative or as instructed; processing and following-up on requests to and issues with governmental institutions, national and international organizations, associations, Network of People Living With HIV (PLHIV), UN Agencies and other partners in the country.

Within the delegation of authority, liaise with officials from cosponsors and other partners on issues related to the involvement of civil society in HIV/AIDS response, collaboration between UN Agencies, national and international partners and civil society.

Serve as focal point for all HR matters, financial matters and security matters, including but not limited to ensure that all staff and visitors receive basic and advanced training on security in the field, and/or training on HF and VHF radio, and facilitate briefing on the security situation by the Country UNDSS, when appropriate; process and/or oversee the processing of security clearance authorizations for staff travel; the ongoing update of security logs (Country MOSS, emergency contact list, radio code, etc.), monitoring the UN System radio calls on a weekly basis, and ensuring that staff member are identified and in touch with their supervisor.

Brief and provide guidance to General Service staff assigned to the office and/or other UCOs, answering enquiries concerning administrative and financial rules and procedures, providing advice on and/or resolving problems on an ongoing basis.

#### Finance

In compliance with UNAIDS financial rules and reporting policies, maintain and monitor financial records for the Country Office, ensuring accuracy of budget lines, records, receipts, payments, balances, expenditures and other data for day-to-day transactions, including but not limited to reviewing financial documents to record and reconcile expenditures, balances, payments, and other records for the day-to-day transactions and reports in the Enterprise Resources and Planning system (ERP); selecting and entering data from a wide variety of sources, verifying accuracy and, making necessary calculations and ensuring the inclusion of all relevant data; identifying discrepancies and drawing the attention of and/or seeking advice from the supervisor and/or other staff members.

Draft monthly and/or ad hoc reports for budget preparation and audits, and the preparation of annual budget, liaising with Planning, Finance and Accountability Department (PFA) on procedures and regulations pertaining to the financial reporting.

Brief and assist staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency control provisions and other requirements relating to ERP financial and administrative matters, providing advice on appropriate procedures to be observed by UNAIDS office and other UN offices in the disbursement of funds as well provides guidance on the proper monitoring and effective utilization/handling of funds and other financial issues.

Perform other related duties as assigned, including replacing and/or backstopping for others

### REQUIRED QUALIFICATIONS

#### Education:

Essential: Post-secondary paraprofessional training or certification in work related areas.

Desirable: Higher education; training or good knowledge of accounting practices.

#### Competencies:

UNAIDS Values:

1. Commitment to the AIDS response
2. Integrity
3. Respect for diversity

Core Competencies:

1. Working in teams
2. Communicating with impact
3. Applying expertise
4. Delivering results
5. Driving change and innovation
6. Being accountable

Managerial Competencies:

1. Leading teams
2. Managing performance and resources
3. Developing and empowering others

#### Experience:

Essential: A minimum of six years' experience in secretarial and/or administrative positions, including experience in dealing with administrative issues.

Desirable: Experience in UNAIDS or WHO, including knowledge of its rules and procedures.

#### Languages:

##### LANGUAGES

Essential: Advanced knowledge of English and Russian.

Desirable: Knowledge of another UN official language

#### Additional Information:

Please note that:

- only nationals of Russian Federation are eligible to apply. A valid passport will be required.
- offline applications will not be accepted.
- other similar positions at the same level may be filled from this vacancy notice

#### Annual salary: (Net of tax)

1,288,704 Russian Rouble at single rate

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Applicants will be required to take a test. Applicants will be contacted directly if selected for an interview.

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Applications from people living with HIV are particularly welcome. Applications from women and from nationals of non- and under-represented member states are particularly encouraged.

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Any appointment/extension of appointment is subject to the Staff Regulations and Rules of the World Health Organization (WHO) adjusted, as necessary, to take into account the particular operational needs of UNAIDS, and any subsequent amendments.

Only candidates under serious consideration will be contacted.

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Note: The paramount consideration in the appointment, transfer or promotion of staff is the necessity of securing the highest standards of efficiency, competence and integrity. The medical criterion for recruitment is fitness to work in the particular post. The United Nations HIV/AIDS Personnel Policy clearly stipulates that no staff and/or potential candidates shall be discriminated against on the basis of real or perceived HIV status. HIV infection, in itself, does not constitute lack of fitness to work. There is no obligation to disclose HIV-related personal information.

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Online applications are strongly encouraged to enable UNAIDS to store your profile in a permanent database. Please visit UNAIDS's e-Recruitment website at: <https://erecruit.unaids.org>. The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.



UNAIDS has a smoke-free environment