



## Personal Assistant to Representative

Job opening ID: 41922

<b>Job title:</b>	<b>Personal Assistant to Representative</b>
<b>Level:</b>	<b>GS-6</b>
<b>Position Number:</b>	<b>00175079</b>
<b>Location:</b>	<b>Kuala Lumpur (Putrajaya), Malaysia</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

The Personal Assistant (PA) provides critical senior level, administrative, secretarial and communications support, as a direct report of the UNFPA Representative for Malaysia and Country Director for Thailand.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

As the key administrative support to the UNFPA Representative for Malaysia and Country Director for Thailand, you will be responsible for maintaining full confidentiality, upholding protocol, managing information flow and following up on deadlines and commitments. You will also facilitate knowledge building and management; provide logistical support and support communications. As the administrative support to the office, you will provide support in travel and low value procurement.



### **You would be responsible for:**

- Ensuring optimal communication flows between the Representative and the staff of the CO, as well as external counterparts. In consultation with other CO personnel, responding to requests for information, in a timely, discrete manner including the preparation of information translations, and acting as interpreter if required.
- Preparing and quality assure documentation and presentations, including correspondence, briefs and reports, and researching and collating material to meet the Representative's needs for official trips and meetings.
- Undertaking logistical administrative and financial arrangements in consultation with the Operations Focal Point, for meetings, workshops and official events organized by the Office, including taking minutes.
- Managing the Representative's calendar and schedule of appointments; receiving high-ranking visitors/officials; and taking minutes as required and following up actions, as required and appropriate.
- Managing all aspects of the Representative's travel arrangements, including maintaining appropriate files and reports of the Representative's Office.
- Facilitating for hotel booking and other logistic arrangement for all official events.
- Provide support to travel and low value procurement activities for the office.
- Establish, maintain, and update databases and contact details; and Client Relationship Management of high-level partners and key stakeholders (Diplomatic Corps, United Nations Agencies, Government, NGOs, Civil Societies, Private sector partners, etc.).
- Assist in the preparation and finalization of the Office Management Plan, including missions, travel plans, office calendar, leave plan and bookings of meeting rooms, coordinating with administrative and programme assistants.
- Support to advocacy and Implementation of the CO's resource mobilization strategy by compiling relevant background materials for use in discussions and public events.
- Performing any other activity as required by the Representative in order to assure the success of the work team in support of the UNFPA mandate and strategy.

### **Qualifications and Experience:**

#### **Education:**

Completed Secondary Level Education required. First level university degree desirable.

#### **Knowledge and Experience:**

- Six years of relevant experience in administration.
- Some experience in research assistance.
- Strong organizational skills.
- Strong interpersonal skills to build relationships with key stakeholders
- Proficiency in current office software applications and corporate IT financial systems.
- Good written and verbal communication skills.



- Previous experience in the UN or related to UNFPA mandate is an advantage;
- Having good network within the development community is an asset;
- Proactive and have good emotional intelligence.

**Languages:**

Fluency in English and Bahasa Malaysia; knowledge of other official UN languages, is desirable.

**Required Competencies:**

<p><b>Values:</b></p> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"><li>• Providing logistical support</li><li>• Managing data</li><li>• Managing documents, correspondence and reports</li><li>• Managing information and work flow</li><li>• Planning, organizing and multitasking</li></ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary, health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

**How to Apply:**

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at <http://www.unfpa.org/resources/step-step-guide-apply> (Job opening ID: 41922).

Please print out the Guide for your reference during the registration and application process.

