

## JOB OPENING

**Posting Title:** Secretary/ Program Assistant  
**Job Code Title:** Secretary/ Program Assistant, G6  
**Department/Office:** African Institute for Economic Development and Planning  
**Duty Station:** Dakar  
**Deadline for Applications:** 31<sup>st</sup> May 2018  
**Job Opening number:** 2018-01 IDEP

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

### Special Notice

In the event of the administration of an examination, candidates will be responsible for any expenses incurred in order to take the examination. In addition, when a successful candidate has received an offer for employment, he/she will be responsible for any costs related to travel and relocation to the duty station, both on appointment and separation. The successful candidate will also be responsible to obtain any visas and work permits required in order to take up the appointment. Please note also that recruitment against this post is on a local basis and there is no entitlement to international benefits.

### Org. Setting and Reporting

This position is located in the African Institute for Economic Development and Planning (IDEP) based in Dakar, Senegal. IDEP is a subsidiary body of the United Nations Economic Commission for Africa (ECA). It was established to give specialized training to the officials of its African Member States in economic management and development planning. The Institute undertakes research and policy dialogue activities, whilst also offering advisory services on pertinent socio-economic issues of direct interest to African countries. Under the general guidance of the Director of IDEP, the Secretary/Program Assistant will report directly to the Head of Training & Research Division of IDEP.

### DUTIES AND RESPONSIBILITIES

Under the general guidance and the direct supervision of the Head of Training and Research Division, the Secretary/Program Assistant undertakes all the secretariat tasks and provides support for all related training and research activities of the Institute. The Secretary/Program Assistant is expected to carry out the following functions:

### **Mails and Record Management**

- Manage all the outgoing and incoming mails related to the activities of the Training & Research Division;
- Prepare the weekly planning of the activities of the Division
- Prepare draft letters and dispatch letters of admissions/award when required;
- Assist in preparing letters, memoranda, and other documents related to training and research activities such as terms of references (TOR), consultancy in English and French for dispatch;
- Preparing the invitation letters for representative of Embassies in Dakar and the national authorities;
- Assist in recording and filing of academic records including transcripts and certificates;
- Managing and maintaining the filing system in the Training and Research Division;

### **Course Preparation and Administration**

- Assist in the dissemination of call for applications/nominations and follow-up of applications for the different training programmes;
- Processing of applications received, checking for compliance with requirements and preparing the list of applicants for review by the Focal Points and Selection Committee;
- Providing administrative support to Selection Committee, notifying admitted candidates and follow-up of confirmation from admitted candidates;
- Prepare the lists of candidates/applicants to be submitted for consideration by the Selection Committee;
- Preparation of Welcoming Memo and the Document Packs to be given to participants;
- Preparing the list of participants who attended the opening ceremony and follow-up on participants not present;
- Attending to participants with medical queries, dealing with their medical needs, processing of medical claims and sending the list of claimants with documentation to the Administration Division;

- Assisting in the preparation of the programme and other documents such as certificates and transcripts for the closing ceremony;
- Providing administrative support to the preparation and confection of publications, research documents as well as communication documents such as flyers, leaflet or newsletter submitted by the Division.

### **Preparing and Processing Memos and other Documents for Logistics and Payments**

- Assisting in the preparation of Memo for approval of resource persons/course directors (CDs), preparing the Terms of References (TOR) and invitation letters for CDs and Resource Persons
- Assisting in the preparation of Memo and processing of CDs reports for payment of resource persons/course directors
- Sending list of admitted candidates to Administration Division for issuing of tickets, processing of visa, accommodation and other logistics and monitoring the progress of participants in terms progress in acquiring all documents needed such as visa

### **Other Assignments**

- Handle any other secretariat/program assignment assigned by the Head of Division

### **Competencies**

*Professionalism:* Knowledge of administrative policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Ability to work well with figures, undertake basic research and gather information from standard sources. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; 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;

*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.

### **Education**

High school diploma or equivalent is required. Bachelor's or Honors degree in Project Management, Administration, or a relevant field is required. Knowledge of Microsoft Office tools and other analytical tools is desirable.

### **Work Experience**

A minimum of seven years of progressively responsible experience in Programme/Project Administration or related area is required. Experience with data extraction and data analysis using available analytical tools is desirable. Experience with an Enterprise Resource Planning (ERP) or data base management system such as Oracle is an asset.

### **Languages**

English and French are the two working languages of the United Nations, for the position advertised fluency in oral and written English and French is required. Knowledge of a third UN language is an advantage.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant

ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

### How to apply?

All applicants wishing to be considered for the position are required to supply the following documents:

1. A written application
2. A detailed CV describing the candidate's professional experiences
3. Three reference letters
4. Copies of relevant academic certificates

Both the application and the reference letters should be sent to:

The Administrator  
IDEP  
Rue du 18 juin  
BP 3186 CP 18524  
Dakar, Senegal  
Email: [administration@unidep.org](mailto:administration@unidep.org)

### Closing Date

All applications must be received by **31<sup>st</sup> May 2018**. Applications received after the deadline will not be accepted.

For more information about IDEP, please visit IDEP's website: <http://www.unidep.org>

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### No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.