

**UNFPA Jordan Country Office**  
**TOR**  
**Administrative Assistant**

**I. Position Information**

Job Code Title : Administrative Assistant  
 Type of Contract: Individual Contract  
 Duration: 3 months  
 Duty Station: Amman – Jordan

**II. Organizational Context**

Under the overall guidance and direct supervision of the Operations Manager, the Admin. Assistant will provide administrative services for the Operations Unit at UNFPA Jordan Country Office.

**III. Duties and Responsibilities**

- Arrange appointments/meetings and maintains supervisor's calendar, receives high-ranking visitors, places and screens telephones calls and answers queries with discretion.
- Draft substantive correspondence and ensures follow-up.
- Prepare briefing materials for supervisor for use in official trips and meetings.
- Assist the Operations Manager and Human Resources Officer in HR related matters particularly with preparation posting/meetings/MOMs for new office structure posts (under FTA and SC modalities).
- Organize and maintain the filing system for the Operations Unit on various subjects, including lists of suppliers, contractors, consultants, etc...
- Assist in the organization and preparation of the CO workshops/events/meetings and takes minutes or notes upon request.
- Assist in the procurement of UNFPA Jordan CO related activities (goods/supplies and other needed items).
- Assist the Finance unit in preparing payment requests forms and summary table of daily/weekly payments, and regular follow up with UNDP on payments status, etc...
- Assist in the renovation of office rooms and building roof in terms of adding additional areas and extra offices.
- Provide administrative support to ensure the accuracy and consistency of the delivery of services.
- Direct and coordinate the supportive services of the operations unit, including coordinating with suppliers the needs of UNFPA Jordan CO activities.
- Prepares informal translations and may act as interpreter.
- Perform any other duties assigned by the immediate supervisor.

#### IV. Competencies and Critical Success Factors

##### Corporate Competencies:

- ❑ Demonstrates commitment to UNFPA's mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

##### Functional Competencies:

###### Knowledge Management and Learning

- ❑ Shares knowledge and experience
- ❑ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

###### Development and Operational Effectiveness

- ❑ Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- ❑ Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- ❑ Good knowledge of Results Management Guide and Toolkit

###### Leadership and Self-Management

- ❑ Focuses on result for the client and responds positively to feedback
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Remains calm, in control and good humored even under pressure
- ❑ Demonstrates openness to change and ability to manage complexities

#### V. Recruitment Qualifications

Nationality:	Jordanian
Education:	College Diploma. Bachelor Degree will be an asset.
Experience:	<ul style="list-style-type: none"><li>• 5 years of experience is required.</li><li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages,</li></ul>
Language Requirements:	Fluency in Oral and Written English and Arabic.