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## ADMINISTRATIVE ASSISTANT

Parent Sector : Field Office

Duty Station: Yangon

Classification of duty station: [[filter12]]

Standard Duration of Assignement : [[filter13]]

Job Family: Administration

Type of contract : Non Staff

Level : Level 3

Duration of contract : 1 year

Recruitment open to : External candidates

Application Deadline (Midnight Paris Time) : 20-May-2024

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

### Background

Providing access to education for all individuals is a fundamental human right and serves as the bedrock for fostering peace and driving sustainable development. UNESCO is the United Nations' specialized agency for education and the Education Sector provides global and regional leadership in education, strengthens national education systems and responds to contemporary global challenges through education with a special focus on gender equality. UNESCO, as the United Nations' specialized agency for education, is entrusted to lead and coordinate the Education 2030 Agenda, which is part of a global movement to eradicate poverty through 17 Sustainable Development Goals by 2030. Education, essential to achieve all of these goals, has its own dedicated Goal 4, which aims to "ensure inclusive and equitable quality education and promote lifelong learning opportunities for all."

Over the past decade, UNESCO has been strengthening teacher education and promoting the alternative education in Myanmar to ensure that children in Myanmar access to equitable and quality education and promote lifelong learning opportunities for all. UNESCO also implement activities on communication and information as well. UNESCO Myanmar Project Office is seeking to recruit an Administrative Assistant (National Service Contract) in the Administrative Unit to provide administrative support for the UNESCO Yangon Project Antenna Office work.

### Major Duties and Responsibilities: Long Description

Under the overall authority of the Director of the United Nations Educational Scientific and Cultural Organization (UNESCO) Asia and Pacific Regional Multi-Cluster Office and under the direct supervision of Head of Yangon Project Office, the Administrative Assistant will provide administrative and operational support as follows:

#### 1. General Accountabilities

- Act as certifying officer up to an authorized level delegated by the CFO;
- Provide guidance and interpretation on administrative rules, regulations and procedures;
- Advise on operational and technical routine transactions;
- Recommend process and system related modifications and improvements to support successful administration and financial monitoring and control;
- Interpret provisions and provide guidance on complex and non-recurring issues;
- May supervise activities related to office maintenance, security, transport and similar services.
- Preparation and processing of administrative forms and documents.

#### 2. Financial Accountabilities

- Ensure that the office's financial resources and expenditures are fully and properly accounted for and that internal control systems are adequate and functioning; schedule payments and disbursement of funds;
- Ensure accurate and timely processing of assigned accounts, developing budget estimates and monitoring expenditures, participating and advising in the preparation of financial statements and budgets;
- Assist in the preparation and coordination of financial activities under authorized programme and/or project funds.
- Compile and consolidate data from various sources into financial statements, prepare worksheets.
- Monitor expenditures, review payments and reconcile accounts.
- Investigate anomalies and erroneous charges and take corrective action.
- Provide assistance and guidance to undertake coding and data entry task and to extract information, to run reports from FABS SISTER or other online financial system.

#### 3. Budgetary Accountabilities

- Prepare authorized programme and/or project budget reports and communicate on them;
- Assist and advise on planning and budgeting and recommend modifications;
- Prepare budget proposals and cost estimates and ensure that data is correct;
- Identify irregularities and undertake transactions to correct errors/omission.

#### 4. Perform additional activities that may be required to ensure the success of the work team.

### **COMPETENCIES (Core / Managerial)**

Accountability (C)

Communication (C)  
Innovation (C)  
Knowledge sharing and continuous improvement (C)  
Planning and organizing (C)  
Results focus (C)  
Teamwork (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

## **REQUIRED QUALIFICATIONS**

### **Education**

- Bachelor's Degree in the field of business administration, accounting, management, finance or related areas.

### **Work Experience**

- Minimum five years of relevant work experience, preferably in administration and/or programme support service in UN agencies or international NGOs
- Proven experience in providing administrative and logistical support as a member of a project team.

### **Skills and competencies**

- Excellent computer skills in all aspects of Microsoft Office, including typing in English and Myanmar.
- Capacity for accuracy and attention to detail in preparation of correspondence.
- Ability to take initiative and to provide quality and timely support and services.
- Ability to work independently on delegated tasks and to meet deadlines.
- Excellent organizational, interpersonal, and communication skills.
- Proven ability to work efficiently, under pressure, and in a multi-cultural environment.

### **Languages**

- Excellent knowledge of English and Myanmar (spoken and written).

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Bachelor's Degree or higher Degree in international development .

### **Work Experience**

- Experience within the UN System or international organizations.
- Experience in conducting research will be an advantage.
- Experience in the field of ICT.

### **Skills and competencies**

- Ability to work effectively with diverse groups of professionals towards common goals.

## **APPLICATION PROCESS**

Interested applicants should click on "Apply Now", and download and complete the Employment History form (Word document).

Prior to uploading the document, at the end of the Word document, please insert extra pages with the following required information: a cover letter; and a full resume (stating details of educational qualifications and work experience, present income, home and office contact addresses, email address, telephone numbers and three references).

Please note that all candidates must complete an online application and provide complete and accurate information. No modifications can be made to the application submitted.

## SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

*UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.*

*UNESCO does not charge a fee at any stage of the recruitment process.*

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