



**TITLE:** Administrative Assistant  
**GRADE:** G6 – Fixed Term  
**OFFICIAL STATION (COUNTRY):** Tehran, Islamic Republic of Iran  
**ORGANIZATIONAL** Regional Office for the Eastern Mediterranean  
**LOCATION/UNIT:** (EMRO) Office of the WHO Representative  
**DURATION:** One year  
**EXPECTED START DATE:** 15<sup>th</sup> September 2017

**PURPOSE OF THE POSITION:**

Act as focal point for all HR and finance/budget matters. Support the Team Leader (Administration) and WRO staff in the overall administration and management of the country office by preparing and maintaining financial accounts and reports and providing human resource support to the WHO Country Office.

**OBJECTIVES OF THE PROGRAMME:**

To ensure that effective WHO country presence is established to implement WHO country cooperation strategies that are aligned with Member State's health and development agendas, and harmonized with the United Nations country teams.

**ORGANIZATIONAL CONTEXT:**

Work is performed in a normal office environment. Under direct supervision of Team Leader and overall guidance of the WHO Representative the incumbent plans steps and completes work independently. Considerable judgment is involved to determine appropriate methods for the processing of the various administrative tasks. Assignments are evaluated by supervisor(s) upon completion for technical and compliance with related procedures.

**THE SUCCESSFUL CANDIDATE WILL:**

1. Initiate and consolidate periodic reports on the budgetary situation, implementation rates and special financial reports, prepare detailed cost estimates and participate in budget analysis and projections are required. Draw supervisor's attention to specific discrepancies or problems and recommend necessary corrective actions.
2. Administer the E-Imprest system; scrutinize and select data from variety of sources, ensure accuracy in calculations and attach necessary supporting receipts of payment s and

authorizations. Ensure compliance with financial procedures and WHO rules, act upon and draft replies to auditors' queries.

3. Initiate, verify and process financial transactions and payments related to staff and non-staff costs, purchase orders, local purchases, etc., based on authorizations received from EMRO and GSC. Process Imprest transactions and monitor Imprest GL's.
4. Ensure timely transfer of program funds and award budgeting in GSM work plans. Monitor awards expiration, alert responsible staff, and initiate action for expenditure batches. Review and follow up on encumbrances and unapplied receivable balances, process and monitor revisions of amounts vis-à-vis award distribution by SO/OWER.
5. Advise and brief all staff and non-staff on financial rules and procedures pertaining to allowances, salary advances, travel claims and other financial matters.
6. Compare cash books with bank statements to compute gain and loss in exchange rate on monthly basis and liaison with officials of local banks to obtain day-to-day information on exchange rates. Initiate correspondence related to area of work and answer queries.
7. Monitor expiration of all types of staff and non-staff contracts (SSAs, APWs, etc.); initiate extension, separation or any other related staffing actions in GSM as needed; attach necessary documents, ensure availability of funds, and follow up on timely finalization of action.
8. Initiate all recruitment actions including establishment of new positions, preparation of post descriptions, vacancy announcements, screening of applicants, recommend short list, finalize necessary arrangements for tests and interview panels, initiate appointment action in GSM, etc.
9. Act as GSM leave administrator; update and maintain leave records for SSA holders.
10. Advise and brief staff on GSM HR related matters, as well as, updated HR policies and procedures. Follow up with staff timely submission of PMDS/evaluation reports, as well as the completion of Basic and Advanced Security tests.

#### **QUALIFICATIONS REQUIRED:**

##### **EDUCATION AND SKILLS:**

**Essential:** Completion of secondary education supplemented by secretarial training.

**Desirable:** University degree in business administration, social sciences or related field is an asset.

##### **Functional Skills and Knowledge (Describe the essential knowledge and the skills specific to the position):**

- Proficient in office management, budgetary controls, accounting procedures and systems.
- Good drafting skills.

- Proven ability to work and deliver results under pressure.
- Good analytical, stress and time management skills.

**COMPETENCIES:**

WHO global Competencies model at

[http://www.who.int/employment/WHO\\_competencies\\_EN.pdf?ua=1](http://www.who.int/employment/WHO_competencies_EN.pdf?ua=1)

- 1) Producing results
- 2) Fostering integration and team work
- 3) Communication in an effective and credible way
- 4) Knowing and managing oneself
- 5) Moving forward in a changing environment

**EXPERIENCE:**

**Essential:** At least 8 years related experience in progressively responsible administrative positions, part of which in the field of budget/finance or HR management.

**Desirable:** Previous experience within a UN/international organization.

**LANGUAGES:**

Very good knowledge of English and the local language for speaking, reading and writing.

**OTHER CONDITIONS: (e.g. Physical Workplace Condition, if other than normal office environment; IT Skills; etc.):**

- Excellent knowledge of Microsoft applications.
- Knowledge and ability to operate ERP systems in an asset.

**ANNUAL NET SALARY:USD 25693.00**

**CLOSING DATE FOR APPLICATION: 22 July 2017**

**APPLICATIONS SHOULD BE MADE IN WRITING (ON FORM WHO 1.2) AND SENT TO:**

**WHO OFFICE OF ADMIN AND FINANCE AT EMAIL:**

[emacoiraoaf@who.int](mailto:emacoiraoaf@who.int)

**Please make sure you will mention the Vacancy Number in the subject line of the email.**

**ONLY CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND TEST.**

**ANY APPOINTMENT/EXTENSION OF APPOINTMENT IS SUBJECT TO WHO STAFF REGULATIONS, STAFF RULES AND MANUAL.**

**THIS POST IS SUBJECT TO LOCAL RECRUITMENT AND WILL BE FILLED BY PERSONS RECRUITED IN THE LOCAL COMMUTING AREA OF THE DUTY STATION.**

**OTHER SIMILAR POSITIONS AT THE SAME LEVEL MAY BE FILLED FROM THIS VACANCY NOTICE**