

Administrative Assistant for CI Unit

Title: **Administrative Assistant for CI Unit**

Type of Contract: **Service Contract**

Level: **SC-5**

Language required: **English and Tetum**

Duty Station: **Dili, Timor-Leste**

Starting Date: **Immediately (October 2017)**

Duration: **12 months with 4 months probation**

Job Descriptions

UNESCO's Communication and Information (CI) sector aims to promote freedom of expression, free, independent and pluralistic media, and to build an inclusive knowledge society. The CI Unit within the UNESCO works with all stakeholders including the government, civil society, academia, and media to achieve these goals.

Under the overall authority of the Director of UNESCO Office in Jakarta and the direct supervision of Advisor for Communication and Information, the incumbent shall provide assistance in the implementation of the programme and activities of CI Unit in Timor Leste, specifically within the framework of the project "Strengthening Media Self-Regulatory Mechanisms in Timor Leste" funded by the Netherlands Funds-in-Trust.

Duties and Responsibilities

1. Provide administrative support for the Communication and Information (CI) Unit including managing meetings, workshops, conferences, and seminars, maintaining travel schedules, ensuring proper action for timely travel and logistical arrangements, as well as preparing related travel reports;
2. Assist in the project/activity implementation and management, responsible for day-to-day correspondence and information sharing with counterparts as well as ensuring that appropriate follow-up actions are taken;
3. Assist in the preparation of budget documents, taking into account UNESCO financial rates, rules and regulations;
4. Monitor on a regular basis, the progress of the project and notify the supervisor about any issues that may be hampering its implementation;
5. Monitor and collect on a daily basis, the local media coverage of the project as well as news concerning media self-regulation, press freedom, and journalism related issues in the country;

6. Monitor and ensure that financial disbursements are in line with UNESCO's rules and regulations and ensure their conformity to the work-plan;
7. Draft reports related to CI unit's activities in Timor-Leste including media coverage, create and maintain a systematic filing and reference system, draft background documents on assigned subjects in consultation with supervisor;
8. Maintain a systematic file of contracts and timelines and take responsibility for initiating appropriate actions to ensure timely compliance of the deliverables;
9. Assist in preparing evaluation reports of project/activities and preparation of annual reports;
10. When needed, prepare informal translations and act as interpreter (English/Tetum);
11. Perform any other professional duties deemed necessary by supervisor.

Required Skills

- Timor-Leste Nationality
- University Degree or at least Diploma Degree preferably in administration. Background in journalism or public relations is welcome;
- At least 5 years of relevant experience in administration and project management with local and/or international organizations;
- Strong organization skills and the ability to work with multiple partners;
- Strong computer skills and internet literate;
- Able to work with minimal supervision, and be a productive team player;
- Fluency in spoken and written English and Tetum. Proven ability to draft documents, press release, and express views in a clear and concise manner.
- Having strong communication skill (spoken and written), knowledge of the UN system is preferred.

Application Procedure

All applications in English, with the most recent Curriculum Vitae and [UNESCO Personnel History \(P-11 form\)](#), and a non-returnable passport-size photo should be sent to the Finance and Administrative Officer, UNESCO Jakarta, and received by **COB 10 October 2017**, to one of the following :

by mail for hard-copy:

UNESCO Office in Jakarta

Jalan Galuh (II) No. 5

Jakarta 12110

By email to jakarta@unesco.org with subject the “**Admin Assistant for UNESCO CI Unit-Dili**”.

Only short-listed candidates will be contacted and no telephone enquiries will be accepted.

Applications received after the closing date will not be considered. UNESCO reserves the right to accept or reject any application.

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