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Job description

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Assistant (Asia-Pacific Centre for Environment and Health) - (2304394)

Grade: G4

Contractual Arrangement: Fixed-term appointment

Contract Duration (Years, Months, Days): 2 Years

Job Posting: May 18, 2023, 3:08:44 PM

Closing Date: Jun 2, 2023, 6:59:00 AM

Primary Location: Korea, Republic-of-Seoul

Organization: WP/ACE Asia-Pacific Centre for Environment and Health in WPR

Schedule: Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

To provide leadership and action and to support Member States in attaining a greater level of awareness for the promotion of health and the prevention of premature death and disability by addressing key health-related social, environmental and behavioural risk factors and determinants. This programme will respond to the needs of the population in the aspects of lifestyle approach, health environment, public education, family care, and related health systems.

DESCRIPTION OF DUTIES

Under the general supervision and guidance of the Programme Management and Administrative Officer, the incumbent performs the following functions:

1. Oversee and monitor the information flow in WHO/ACE, screening, sorting, analysing and identifying areas requiring action by the supervisor;
2. Ensure effective and timely follow up on requests for information, briefings and other actions emanating from the office of the supervisor, liaising with other staff in the office, as appropriate;
3. Set up schedules or appointments for the supervisor and visitors;
4. Receive, screen and direct telephone calls with discretion;
5. Draft general or administrative correspondence on own initiative or on the basis of instructions; finalize correspondence/reports ensuring adherence to WHO style and format, checking language and grammatical accuracy and conformity with procedures prior to submitting for signature/clearance;
6. Use appropriate tracking tools, follow up on responses and ensure that target dates and deadlines are met, and that correspondence and queries are responded to in a timely manner;
7. Assist in the recruitment of consultants, temporary professional staff and temporary advisers by initiating the relevant administrative formalities. Monitor their status and maintain follow-up system;
8. Initiate, through Global Management System (GSM) procurement module, procurement requisitions for goods and services such as Consultants, Agreements for Performance of Work, Long Term Agreements (LTA), and General External Services (GES);
9. Monitor and record receipt of deliverables and initiate and monitor payments as needed;
10. Make travel arrangements for the supervisor, including preparation of travel request in GSM;
11. Prepare briefing materials for his/her use on official trips or special meetings;
12. Obtain documents and information from in-house and external sources as required, perform information searches (library, internet) as requested;

13. Provide administrative and secretarial support in the logistic arrangements, planning, implementation of internal meetings, workshops, seminars, etc., including preparation of the lists of participants, travel requests, letters of invitation, files/documents, presentations and slides, and reservation of meeting rooms and hotel accommodation; and

14. Perform other related duties, including provision of support to other areas of work and teams within the centre, as required or instructed and replace other support staff in the office as required.

REQUIRED QUALIFICATIONS

Education

Essential: Equivalent to graduation from secondary school with thorough training in secretarial and clerical duties.

Desirable: University degree in relevant areas.

Experience

Essential: At least three years' experience in secretarial/clerical posts.

Desirable: Relevant experience in WHO, another United Nations agency or other international organizations. Experience in Oracle-based or other enterprise resource planning (ERP) systems.

Skills

- Thorough knowledge of office procedures.
- Attention to detail.
- Ability to discern routine from nonroutine.
- Ability to draft correspondence, summary of meetings and notes for the records.
- Good computer skills, including ability or willingness to work on web-based resources, and ability to adapt to various software applications.
- Ability to work harmoniously as a member of the team, adapt to diverse educational and cultural backgrounds, and maintain a high standard of personal conduct.

WHO Competencies

Teamwork

Respecting and promoting individual and cultural differences

Communication

Producing results

Knowing and managing yourself

Use of Language Skills

Essential: Expert knowledge of English.

Desirable: Intermediate knowledge of French.

REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at KRW 50,152,000 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- For information on WHO's operations please visit: <http://www.who.int>.
- The WHO is committed to creating a diverse and inclusive environment of mutual respect. The WHO recruits and employs staff regardless of disability status, sex, gender identity, sexual orientation, language, race, marital status, religious, cultural, ethnic and socio-economic backgrounds, or any other personal characteristics.

- The WHO is committed to achieving gender parity and geographical diversity in its staff. Women, persons with disabilities, and nationals of unrepresented and underrepresented Member States (<https://www.who.int/careers/diversity-equity-and-inclusion>) are strongly encouraged to apply for WHO jobs.
- Persons with disabilities can request reasonable accommodations to enable participation in the recruitment process. Requests for reasonable accommodation should be sent through an email to reasonableaccommodation@who.int
- An impeccable record for integrity and professional ethical standards is essential. WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the [WHO Values Charter](#) into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- WHO also offers wide range of benefits to staff, including parental leave and attractive flexible work arrangements to help promote a healthy work-life balance and to allow all staff members to express and develop their talents fully.
- The statutory retirement age for staff appointments is 65 years. For external applicants, only those who are expected to complete the term of appointment will normally be considered.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.
- In case the website does not display properly, please retry by: (i) checking that you have the latest version of the browser installed (Chrome, Edge or Firefox); (ii) clearing your browser history and opening the site in a new browser (not a new tab within the same browser); or (iii) retry accessing the website using Mozilla Firefox browser or using another device. Click the link for detailed guidance on completing job applications: [Instructions for candidates](#)

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