

Terms of Reference (TOR)
National Partner Personnel Service Agreement (N-PPSA)

I. Position Information

Job Title: Administrative Assistant
UN Entity: UN Women
Unit/Office/Project:
Duty Station: Hanoi, Vietnam

Level: N-PPSA 5
Type: Regular **Location:** Office
Position Number:
Expected Duration:

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Reporting to the Programme Administrative Associate, the Administrative Assistant works with and provides support to the members of the Programme Team through effective delivery of procurement, travel and consultant recruitments consistent with UN Women rules and regulations. The Administrative Assistant provides programme, administrative, and logistical assistance to the team for the smooth programme implementation.

III. Scope of Work

1. Provide administrative support for the delivery of the Programme Unit goods and services:

- Create requisitions in Quantum system for development projects; register good receipts in Quantum system.
- Procurement of goods and services (MCP/RFQ/RFP/DCT/non-PO procurement);
- SSA contracting support- including advertising, following up support documents for contracting;
- Prepare payments and finance processing for projects; events and M&E logistics;

2. Provide administrative support for travel and events of the Programme Unit and office in general:

- Undertake all logistical, administrative and financial arrangements for organization for meetings, workshops, events, and missions and for office-wide events;
- Prepare travel arrangements for the UN Women staff members, personnels and non-personnels, including travel requisitions and claims;
- Draft minutes in meetings, as delegated;
- Organize and coordinate filing of documents;
- Protocol & security back up: facilitate staff/visitor movements (access, visa, badges), manage protocol communications (Note Verbales, delegations) and back up security administration.

3. Facilitation of knowledge building and knowledge sharing:

- Provide administrative support with the organization of training for the office personnel and partners on programme and operations related issues.
- Contribute to synthesis of lessons learnt in workflows and make recommendations for improvements

4. The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.

Supervisory/Managerial Responsibilities: N/A

IV. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability

- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women’s Core Values and Competencies:

https://www.unwomen.org/en/about-us/employment/application-process#_Values

FUNCTIONAL COMPETENCIES:

- Knowledge of programme management;
- Ability to create, edit and present information in clear and presentable formats;
- Ability to manage data, documents, correspondence and reports information and workflow;
- Good financial and budgeting skills;
- Good IT skills.

V. Minimum Qualifications

Education and Certification:	<ul style="list-style-type: none"> • Completion of secondary education is required. • Bachelor’s degree in business or public administration is desirable.
Experience	<ul style="list-style-type: none"> • At least 5 years of progressively responsible experience in administrative support is required. • Experience in working in a computer environment using multiple office software packages is required. • Experience in the use of ERP systems, preferably Oracle Cloud, is desirable. • Experience in supporting a team is desirable.
Languages	<ul style="list-style-type: none"> • Fluency in English is required. • Knowledge of another official UN language is desirable (French, Arabic, Chinese, Russian or Spanish).

VII. Approval

These Terms of Reference (TOR) are approved by: Caroline Nyamayemombe

This certifies the appropriateness of the functions to the N-PPSA contractual modality.

Signature:

Date of Signing: