



United Nations Population Fund

VACANCY ANNOUNCEMENT **Personal Assistant to the Representative (GS-6)**

The United Nations Population Fund (UNFPA) is the world's largest international source of population assistance. UNFPA provides support to improve health through reproductive health and maternal health services, to achieve gender equality and to formulate/implement population policies and strategies in support of sustainable development. UNFPA has two main programme components: 1) Population and Development; and 2) Reproductive Health. Both programme components are designed to promote gender equality.

UNFPA Laos is seeking a qualified Lao national to fill a staff position of the **Personal Assistant to the Representative**.

Duties and responsibilities include:

- Arranges appointments and maintains supervisor's calendar, receives high-ranking visitors, places and screens telephone calls and answers queries with tact and discretion
- In charge of protocol matters: (i) Arranges meetings with high-ranking officials; (ii) arranges official receptions given by the head of offices ;
- Prepares briefing materials for supervisor for use on official trips or special meetings;
- Participates in the organization and preparation of staff meetings or special meetings and takes minutes and/or notes.
- Prepares informal translations and may act as interpreter.
- Receives, sorts, screens, logs and routes correspondence to concerned staff, attaches necessary background information and maintains follow-up systems;
- Selects and makes pertinent abstracts and undertakes searches for information;
- Coordinates the secretarial services of the office, distributes special assignments to other secretaries and review/clears correspondence for the supervisor's signature. Briefs and trains new secretaries and gives guidance to other secretaries on office procedures.
- Drafts non-substantive correspondence, takes dictation and instructions on variety of subject-matters. Types correspondence, documents and reports etc., some of which are of highly confidential nature, and ensures that spelling, punctuation and format are correct.
- Maintains up-to-date policy, confidential and general management files; prepares monthly attendance reports and other periodic personnel statistics.
- Keeps list of names, addresses and telephone numbers of Ministers, Heads of UN Agencies, government officials and members of the diplomatic corps.
- Makes travel arrangements for the supervisor and performs liaison duties with other units
- Performs other duties as requires.

The following **qualifications/experience** are required:

- Bachelor's degree in business administration or any related field
- 8 years of relevant experience
- Fluency in oral and written English and Lao
- Proficiency in office software applications
- Ability to work in teams
- Good organizational and secretarial skills

The salary for the above position plus other benefits will be in accordance with UN staff rules and regulations.

All interested applicants must submit an application letter with a UN standard personal history form, P11, in English to: UNFPA Office, Phonesavanh Tai, P.O. Box 345, Vientiane (Tel: 315547, 353048-50) or e-mail to: souphanouvong@unfpa.org indicating "Application for **Personal Assistant to the Representative (GS-6)**". Please contact UNFPA office to obtain P11 form or download from <http://countryoffice.unfpa.org/lao/>. The deadline for application is **4th February 2011**. We will only be able to respond to those applicants in whom UNFPA has a further interest. UNFPA reserves the right to appoint prior to the closing date.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status