

VACANCY NOTICE NO. 2015/03 (Re-issue of 2015/02)

Issue Date: 12 July 2015

Closing Date: 03 August 2015

Title	Administrative Assistant	Duty Station	Malé, Maldives
Post No.	344372	Organizational Location	WHO Country Office
Grade	G5	Duration	Fixed Term (2 years)

MAIN DUTIES TO BE PERFORMED:

Under the overall supervision of the WHO Representative to the Maldives (WR), and with direct guidance of National Professional Officer (NPO) Administration and working in a team with Finance Assistant the incumbent:

- Provides administrative support to WCO Maldives in line with WHO administrative and financial rules and regulations, procedures and practices;
- Ensures effective inventory control and asset management, plans and effects procurement for WCO needs; keeps office management records;
- Calculates, compiles, reviews, verifies cost estimates and projected budget requirements and assists in preparation of budget statements for WCO operations and analyses expenditures by verifying documentation for compliance (acquisitions/disposals, monitoring phone calls, vehicle log books, utility, supplies consumption, etc.);
- Serves as a security focal point for WHO Country office, Maldives.
- Preparation of financial and imprest accounts as and when needed.
- Handles staff travel (raising Travel Requests; arrangements for visa/hotel etc.), checks status of the invoices related to travel requests and take action such as sending to the Global Service Centre (GSC) and follow-up;
- Prepares routine correspondence and maintains personal and telephone contacts with staff and relevant stakeholders to discuss matters related to assignment;
- Works closely with government officials and institutional counterparts on operational matters; and
- Any other tasks as assigned by WR and senior WHO officers.

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

Competencies	<ol style="list-style-type: none"> 1. Communicating in a credible and effective way. 2. Knowing and managing yourself; 3. Producing results 4. Fostering integration and teamwork
Functional Knowledge & Skills	Thorough knowledge of modern office practices and operations; Good knowledge of relevant WHO administrative and financial rules and regulations; Ability to draft standard correspondence.

Educational Qualifications	Essential: Secondary education with training in accounting/finance Desirable: Training/certificate in IT proficiency, financial accounting, secretarial practices
Experience	Essential: At least 5 years' experience in general administrative work Desirable: Experience in financial clerical work and experience in a UN or International organization will be an asset
Languages	Excellent knowledge of English and Dhivehi

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

1. Applicants should submit a brief resume of their relevant experience and other qualifications and give reasons for being suitable for the post, using the WHO Personal History Form (PHF). Applicants may contact the WHO Country Office for the PHF or download it from the website <http://www.searo.who.int/maldives/en/>.
2. Staff member applicants, including temporary staff, should submit five copies of WHO 824E and one copy of the WHO Personal History Form (PHF).
3. External applicants should submit a brief resume giving details of relevant work experience and qualifications. Vacancy Notice number should be mentioned on the application and separate applications are required for more than one vacancy.
4. Applicants from the United Nations or Specialized Agencies should apply through their Personnel Officers, and should attach completed personal history forms.
5. Applications, marked "Confidential" should be submitted to the WHO Country Office for Maldives, 6th Floor, Roshanee Building, Sosun Magu, Male', in the PHF form as stated in 1 above. Applications can also be submitted through e-mail to: semav_vacancy@who.int.
6. Candidates who applied against our Vacancy Notice No. 2015/02 issued on 11 May 2015 need not apply again.
7. A written test, using computer, will be held for the short-listed applicants. The performance in written test will decide applicant's eligibility to appear in the interview.
8. Date and time of the written test and interview will be communicated to the shortlisted candidates separately.
9. WHO is committed to workforce diversity.
10. WHO has a smoke-free environment and does not recruit smokers.
11. Please contact the World Health Organization, Malé, Republic of Maldives, for any further details.