Vacancy Announcement

Title: Programme Assistant Social and Human Sciences (SHS)
Grade: SB2
Organizational Unit: UNESCO Harare
Duty Station: Harare, Zimbabwe
Type of contract: Service Contract
Duration of contract: 6 months with possibility of extension
Opening date of applications: 04 July, 2016
Closing date of applications: 18 July, 2016 (midnight, Harare time)

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of UNESCO Regional Office for Southern Africa, and the direct supervision of the SHS Program Specialist, the incumbent will undertake the following tasks and responsibilities:

- Provide technical assistance to the Programme Specialists in SHS Sector in the search, location, compilation, review update of information data used in the development of documents, work plans and budgets and prepare drafts; enter and update approved work plan/budget data in the electronic system, ensuring accuracy and compliance with approved amounts; run reports from automated systems in order to assist the preparation of regular and ad hoc budgetary financial updates, reports, statistics and/or projections for use and scrutiny by supervisor and responsible managers.

- Receive, analyse, sort, register and distribute correspondence, document and process requests for data and reports, determine the importance and priority of documents received and follow-up required draft correspondence as well as e-mails/faxes, review, proofread and edits outgoing correspondence according to standard practices and protocol, and ensure proper grammar, spelling and punctuation, recommend changes/corrections; and provide informal translation of documents; standard practices and protocol, and ensure proper grammar, spelling and punctuation, recommend changes/corrections; and provide informal translation of documents.

- Prepare a variety of administrative documentation, using examples or templates, initiate administrative procedures and ensures follow-up, review requests for payment against contractual obligations in the financial system, and provide information on payment status and remaining obligations to supervisor(s) Respond to routine enquiries and follow-up on routine matters; provide information to supervisor(s) and colleagues, make appointments, receive visitors and take telephone calls, answer enquiries and/or refer them to the applicable specialist.

- Assist with the organisation of regional/local meetings, events and workshops by booking venues, equipment and providing other related logistical support; Initiate travel authorizations in conjunction with meetings, workshops, conferences or sessions, makes travel arrangements; track and prepare itinerary and agenda; prepare associated documentation, facilitate the travels of visiting officials by providing information and preparing the necessary documentation. Identify, review for style format and accuracy, and assemble documents and pertinent information in support of such events and meetings, collate information and data for presentations, initiate procedures for associated services required, provide administrative support during the event collate minutes and decisions.

- Perform other tasks as may be required to ensure the success of the team.
Ensure both online and offline filing of reports, repositories, update website information to enhance visibility of science sector in particular and UNESCO ROSA in general; prepare meetings and workshops; be proactive in sourcing for information on science sector issues to remain up-to-date on new and emerging science and engineering and science policy.

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**REQUIRED QUALIFICATIONS**

**EDUCATION**
- Completed secondary, technical and/or vocational education.

**WORK EXPERIENCE**
- At least three years of relevant work experience is required

**SKILLS/COMPETENCIES**
- Willingness to work independently
- Proven ability to work in a multicultural environment
- Good IT skills, particularly with respect to the internet, Word Processing, Excel, Power Point, etc

**LANGUAGES**
Fluency (oral and written) in English. Fluency in other local languages

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**DESIRABLE QUALIFICATIONS**

**EDUCATION**
- Diploma in Secretarial Studies or certification in Accounting
- BSc and or Bachelors in Sociology or other social science related studies will be an added advantage

**SKILLS/COMPETENCIES**
- Knowledge and/or prior experience of the United Nations System

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**HOW TO APPLY**

To apply, please send your application, making reference to the post (Programme Assistant- Social & Human sciences (SHS) including contact details of 3 referees. UNESCO CV Format to be used [here](http://www.unesco.org/new/en/harare/home/):

By email: vacancies.harare@unesco.org

By hand or delivery post:
UNESCO Regional office for Southern Africa
Programme Assistant- Science- 6ZWFSC0703RP
8 Kenilworth Road
Newlands, Harare

Only Zimbabwe Nationals are eligible to apply. Applications are to reach UNESCO no later than the 18th July, 2016 (Midnight Harare time).

*UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.*

UNESCO IS A NON-SMOKING ORGANIZATION
A WRITTEN TEST MAY BE USED IN THE EVALUATION OF CANDIDATES
PLEASE NOTE THAT ONLY PRE-SELECTED CANDIDATES WILL BE CONTACTED.