



**United Nation Development Programme**

**Terms of reference**

**Position title:** Administrative Assistant  
**Location:** Maputo - Mozambique  
**Level:** G5  
**Duration:** 1 years (with possible extension)

Under the guidance and supervision of the Service Center Manager and direct supervisor, the Administrative Assistant provides administrative and operational support services ensuring high quality and accuracy of work. The Administrative Assistant promotes a client, quality and results-oriented approach in the Unit.

The Administrative Assistant works in close collaboration with the S/C HR Associate along with operations programme and projects staff of the CO to exchange information and ensure consistent service delivery.

The key results have an impact on the overall execution of the SC procurement, recruitment, travel and logistical services in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach enhances UNDP capability in provision of implementation support services.

**Key Functions:**

- Implementation of operational strategies
- Support to procurement processes
- Support to recruitment processes
- Support to provision of travel and logistical services
- Support to knowledge building and knowledge sharing

**Specific Responsibilities include:**

1. Full compliance of administrative activities with UN/UNDP rules, regulations, policies and strategies.
2. Provision of inputs to the Service Centre (SC) business processes mapping and elaboration of internal Standard Operating Procedures (SOPs) in consultation with the direct supervisor and office management.
3. Support to organization of procurement processes including preparation of RFQs, receipt and opening of quotations, bids or proposals, their preliminary evaluation.
4. Maintenance of the filing system in the procurement section.
5. Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched.
6. Gathering of information for preparation of cost-recovery bills in Atlas for the procurement services provided by UNDP to other Agencies.
7. Support to organization of recruitment processes including preparation of call for CVs, receipt of CVs, their preliminary evaluation.
8. Maintenance of the filing system in the human resources section.
9. Implementation of the internal control system which ensures that contracts are duly prepared and dispatched.
10. Gathering of information for preparation of cost-recovery bills in Atlas for the recruitment services provided by UNDP to other Agencies.
11. Support to reservation and purchase of airline tickets and PO preparation.

12. Support to issuance of entry visas, mission orders, DSA
13. Support to hotel and conference facilities surveys
14. Conference facilities arrangements

**Qualifications:**

Education - Secondary Education with specialized training in executive secretary

Experience - 3 to 5 years of relevant administrative experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc.), experience in handling of web based management systems.

Language Requirements:

Fluency in Portuguese and English