

**Title:** Assistant to the Director's Office

**Domain:** Education Sector

**Organizational Unit:** UNESCO Institute for Lifelong Learning

**Duty Station:** Hamburg, Germany

**Type of contract:** Service Contract (local contract)

**Remuneration:** 41,640 EUR (Gross yearly salary in euros, tax-free)

**Duration:** 9 months (extension subject to availability of funds and satisfactory performance)

**Deadline (*midnight, Paris time*):** 31 March 2020

**Application to be sent to:** [UNESCO Institute for Lifelong Learning \(uil-apps@unesco.org\)](mailto:uil-apps@unesco.org)

## OVERVIEW OF THE FUNCTIONS OF THE POST

### I. Duties and requirements

Under the overall authority of the Director, the supervision of the Chief Programme Coordinator (CPC) and the coordination of the Senior Assistant to the Director, the incumbent will contribute to the implementation of the programmes of the UNESCO Institute for Lifelong Learning.

In particular, the incumbent will:

- manage all travel arrangements for the Director and the CPC (incl. booking of air tickets, accommodation, obtaining of visas and calculation of travel expenses, all related correspondence and travel claims);
- carry out secretarial support; prepare correspondence independently; undertake research and select information from pertinent files, records and reports; and prepare or summarize abstracts;
- support and assist in logistical preparations for national and international events;
- replace the Senior Assistant to the Director during absences;
- support the Secretariat of the Global Alliance for Literacy within the Framework of Lifelong Learning (GAL); this includes coordination and implementation the activities, including the organization of meetings and events;
- undertake any other related task.

## REQUIRED QUALIFICATIONS

### EDUCATION

- Completed secondary education and high-level vocational education resulting in certification as a Secretary, Foreign Language Secretary, Bilingual Secretary and/or Senior Office Assistant.

### WORK EXPERIENCE

- At least five years' working experience as Secretary or Senior Office Assistant.

### SKILLS/COMPETENCIES

- Outstanding organizational talent and a flexibility to adjust work schedules and priorities.
- Good communication and interpersonal skills.
- Good drafting skills.
- Proficiency in MS Office software (incl. PowerPoint).

### **LANGUAGES**

- Excellent command of English and French (both spoken and written).

## **DESIRABLE QUALIFICATIONS**

### **SKILLS/COMPETENCIES**

- Good analytical and organizational skills, an aptitude for working autonomously.

### **LANGUAGES**

- Knowledge of German and/or Spanish (and/or another UN language) would be an asset.

## **HOW TO APPLY**

Applications, accompanied by a full curriculum vitae, references and copies of relevant certificates, must be submitted **no later than 31 March 2020**, to the following address:

UNESCO Institute for Lifelong Learning  
Ms Claudia Brandt  
Feldbrunnenstrasse 58  
20148 Hamburg  
uil-apps@unesco.org

**Please note that only pre-selected candidates will be contacted.**

A written test may be used in the evaluation of shortlisted candidates.

UNESCO applies a zero-tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non- and under-represented Member States are equally encouraged to apply. All applications will be treated with the strictest confidence. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.

***Only shortlisted candidates will be contacted  
Written test may be required***