**ADMINISTRATIVE ASSISTANT (G.5)  
PROGRAMME MANAGEMENT AND MARITIME TRANSPORT POLICY SECTION,  
technical cooperation division**

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<th>Vacancy announcement number: G.S. 20-02</th>
<th>Date of Issue: 27 January 2020</th>
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<td>Admin Number: ADM/20/08</td>
<td>Deadline for applications: 24 February 2020</td>
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<td>Post number: 50003171</td>
<td>Salary: Approximately £29,732 per annum (subject to deductions), free of income tax in the UK. Excellent benefits including medical insurance and UN pension scheme. Please <strong>click here</strong> for further benefits and entitlements.</td>
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<td><strong>Contract Information:</strong> The first year of contract will be probationary, with the possibility of extension subject to satisfactory performance.</td>
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<td>This post is limited to local status only*</td>
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**Purpose of the post**

Under the general supervision of the Chief, Subdivision for Programme Management and Coordination (TCD), and the immediate supervision of the Head, Programme Management and Maritime Transport Policy, the incumbent will support a broad range of duties with a major focus on the preparation of IMO meeting documentation; the monitoring of the Integrated Technical Cooperation Programme (ITCP) activities and the regular production of reports on the status of implementation of ITCP activities.

For a detailed job description, please refer to page 2.

**Required competencies**

a) Strong organizational capabilities and initiative to adapt to a broad range of tasks.

b) Thoroughness and meticulous attention to detail, ensuring accuracy of output.

c) Proactive and reliable approach, with demonstrated ability to organize and prioritize workloads and to work under pressure to tight deadlines.

d) Ability to interact harmoniously with staff at all levels and to work as a team, in an international environment.

e) Ability to maintain confidentiality and to deal tactfully in all situations and interactions.

f) Excellent oral and written communication skills.

**Professional experience**

Minimum five years' experience in a similar administrative or coordination role. Experience within the framework of the United Nations system or an international organization would be an advantage.

**Education**

Good secondary education.

**Language skills**

Proficiency in English is essential. Knowledge of other official UN languages (especially French or Spanish) would be an asset.

**Other skills**

Complete proficiency in MS Office applications, particularly the skills to analyse data and prepare presentations. Proven ability in conducting research is also essential. Proficiency in SharePoint, SAP and experience with databases would be an advantage.

**How to apply**

Applications must include a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by an up to date **Personal History Form** (also available from our website [www.imo.org](http://www.imo.org)). Applications should be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.

Please state **G.S. 20-02** as well as the title of the post in the subject line.

Your application will be acknowledged only for short-listed candidates.

Shortlisted candidates will be tested in relevant areas.

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*Local status requires unhindered and complete eligibility to live and work in the United Kingdom.*
MAIN DUTIES AND RESPONSIBILITIES

1. Assist with, and coordinate the duties of the Head, Programme Management and Maritime Transport Policy, working closely with the relevant Programme Officer and Principal Programme Assistant in the Section, and provide secretarial and administrative assistance.

2. Coordinate the meetings and appointments of the Head, Programme Management and Maritime Transport Policy, organize related travel arrangements and visas; research relevant information and prepare background files for meetings as necessary.

3. Assist in the preparation of reports, documents and briefs, for the Assembly, Council, Technical Cooperation Committee and other meetings, including proofreading, preparation of tables, graphs, spreadsheets and presentations. Takes notes as and when required.

4. Liaise with IMO colleagues with regard to ITCP information and collate such data for documents and reports that may be required, standardizing presentation and style of inputs, where necessary.

5. Assist in the maintenance and ongoing development of the master excel database of technical cooperation activities and the enhanced SAP database, including the regular review of data to ensure the accurate production of the quarterly Status Reports for monitoring the delivery of the ITCP. Assist with the creation of other reports, as needed, with data from both the master excel database and SAP.

6. Assist in the preparation, implementation, monitoring and reporting of activities implemented under global and regional programmes (including SAP related duties), as may be required.

7. Maintain the existing electronic matrix system, recording the signed PIDs and the PID revisions of all the ITCP regional and global programmes, for tracking and monitoring the activities, adjustments, additions, including the related scheduling and budgets.

8. Update the Section’s information on the IMO website and intranet, including ensuring all content is current and that new information is posted in a timely fashion.

9. Draft correspondence for the work of the Section and maintain the Section's filing system, including electronic files.

10. Assist in research and preparation of TCD's input to the various reports of the UN Secretary-General, as requested by the UN Headquarters or other UN agencies from time to time.

11. Create purchase requisitions for goods, services and travel.

12. Perform any other related duties, as may be required.