



Organization of American States

Administrative Assistant - G06

Grade:	G06
Type of Appointment:	Series A - Short Term
Duration of Contract:	12 months
Secretary/Department/Off.:	The Exec. Secretariat of the Inter-American Commission on Human Rights
Announcement Number:	EO/48/15
Duty Station:	US - Washington D.C.
Job Family:	Administrative Units / Resource Management
Job Category:	General Services
Recruitment Type:	External
Employment Schedule:	Full time
Publication Date:	11/10/15
Closing Date:	12/10/15
# of Openings:	1

Basic Salary (net of taxes):

Basic with Dependents:	N/A
Basic without Dependents:	\$49,984.00

Post Adjustment (net of taxes):

With Dependents: N/A

Without Dependents: N/A

Description

DUTIES AND RESPONSIBILITIES:

As assigned by the Executive Secretary of the Inter-American Commission on Human Rights, directly or through the corresponding Specialist and under their general supervision, perform the following functions:

Administrative Responsibilities:

Identify and resolve diverse administrative issues and problems as they arise, and determine appropriate actions.

Establish and maintain a document/work assignment tracking system including receiving, screening, logging, routing, retrieval, and follow-up of documents and assignments.

Assist in the selection and recruitment of temporary personnel and make all necessary arrangements upon arrival to their workplace.

Assist with drafts and type in final form a variety of correspondence, review correspondence in English and Spanish submitted by others, research and compile information and put together reports regarding IACHR project issue.

Assist during the bidding process in the acquisition of products and services for projects and programs.

Budget and Financial Responsibilities:

Provide support in the organization and functioning of budgetary and financial activities for the area of work, including for the implementation of the GS/OAS administrative, budgetary and financial rules and regulations, established procedures and practices.

Provide information on budgetary and financial issues; monitoring funds availability and implementation of activities in various projects; and developing cost proposals, researching and summarizing information. Prepares regular and special reports on personnel, cash flow, expenditures by project, and mission expenditures; and performs any necessary follow up.

Use ORACLE and/or other automated system, monitor, follow-up on budgetary, financial, and administrative actions, including, but not limited to, obligating funds, ascertaining and certifying the availability of funds for projects, effecting accounting entries to record expenditures and advances, and remitting payment instructions.

Coordinate, prepare, review and follow up all administrative actions related to disbursement of funds against regular and external funds, ensuring that requests are within budget, obtaining clearance and approval, and following-up with other GS/OAS entities as appropriate.

Advise staff at all levels in the area of work on administrative, budgetary, and financial matters, and the execution of budgets, providing briefings on "best practices" for the preparation and processing of budgetary and financial requests.

Other Responsibilities:

Analyze incoming documents (e.g. correspondence) and other information, including, but not limited to, determining appropriate action and/or consulting senior staff or his/her supervisor to obtain guidance and instructions on unusual and/or difficult issues, compiling background information and drafting replies.

As assigned and within the delegated authority, review and adapt the budgetary, financial and administrative guidelines and procedures to the specific needs of the area of work, guiding and advising staff at all levels on all aspects of such.

Establish and maintain efficient relationships with a broad range of staff at all levels, obtaining background

information and relevant documents and highlighting relevant issues in order for the staff in the area of work to be fully informed.

Assist in preparation of documentation and logistical arrangements for personnel traveling from/to country projects and programs.

Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE: Essential: High school diploma or technical/commercial training and seven years of relevant experience in administrative operations and/or secretarial work **OR** advanced training and five years of relevant experience. Training consists of a broad range of software including Oracle or a similar financial management system.

Desirable: Training in administration, accounting or finance.

COMPUTER SKILLS: Ability to effectively work using Microsoft Office (e.g. Outlook, Word, and Excel), and other software applicable to the area of work.

LANGUAGES: Essential – Proficient in Spanish and English (read, write and communicate); **Desirable** – Working knowledge of French and/or Portuguese.

Language proficiency examination will be required.

PERSONAL COMPETENCIES: Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills. Ability to clearly communicate in the languages required for the post.

OTHER DESIRABLE REQUIREMENTS:

- Knowledge of or the ability to learn general OAS accounting principles and practices as well as OAS administrative practice and procedures.
- Knowledge of or the ability to learn IACHR procedures and regulations.
- Ability to set priorities, manage time and organize work.
- Ability to work under pressure.
- Maintain good relations with the general public, supervisors and co-workers.
- Ability to exercise good judgment and discretion in dealing with staff from a variety of cultural backgrounds.
- Strong interpersonal, organizational and problem-solving skills.