



POSITION INFORMATION

Generic Title:	Administrative Assistant	Position Number (ID):	900135
Specific Title:	Administrative Assistant	Level:	G-5/I
Project Number:	RAS97902	Post Number/Job Code:	
Duty Station:	Male, Maldives	CCOG code:	1A
Duration:	One (1) year initially	Starting Date:	1 January 2022

THE ORGANIZATIONAL SETTING

Under the direction of the Director, Technical Cooperation Bureau/ICAO (D/TCB), the Field Operation Section (FOS) is responsible for the strategic planning, development, execution, evaluation of programmes in the Technical Cooperation Bureau (TCB). FOS assists with the identification of priority development requirements across civil aviation and with technical cooperation to recipient States. It carries out resource mobilization with multilateral and bilateral development partners and industry. FOS develops regional and country specific technical cooperation programme and projects. The Section executes these programmes and projects in accordance with the policies and contractual modalities of TCB.

Accordingly, the Cooperative Development of Operational Safety and Continuing Airworthiness Programme – South Asia (COSCAP-SA) has been established and transitioned into Phase V with the main objective of assisting the Member States to enhance their aviation safety oversight capabilities. Description of the key objectives are included in the Programme Document for Phase V.

The Administrative Assistant reports and works under the supervision of the Chief Technical Advisor (Flight Operations) / Programme Coordinator (CTA/PC) in accordance with the terms of reference in this job description.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1

Provides administrative support, achieving results such as:

- Maintain liaison with ICAO Headquarters, ICAO APAC Regional Office and COSCAP sister programme offices on various issues.
- Maintain liaison and assist Member States on the matters of programme delivery and administrative support analyse and provide solution to issues related to administration and promote a collaborative and results-oriented approach.
- Place and screen telephone calls and respond to routine requests for information. Take and relay messages as necessary.
- Send and receive faxes and e-mails.
- Maintain office files, records and reference material. Sort and file correspondence, reports and documentation.
- Maintain and update programme website.
- Provide assistance to the other Experts of the Programme serving on fulltime or part-time basis (ANS Safety Expert, AGA Expert etc.).

Function 2

Provides accounting support, achieving results such as:

- Receive and pay invoices for telephone, internet and other charges related to the day-to-day operation of the office.
- Maintain the office and other supplies inventory and purchase the reliable and quality items as required in a cost saving manner.
- Perform accounting functions including maintaining a journal for petty cash, imprest account, contribution in fund and kind from Member States and Donor organizations.
- Prepare and submit routine administrative reports to ICAO Headquarters monthly concerning programme personnel strength return record and financial accounting record on petty cash and imprest account.

Function 3

Provides correspondence support, achieving results such as:

- Receive and screen written correspondence; distribute for action as required.
- Maintain a record of all incoming and outgoing correspondence.
- Prepare correspondence and other documentation from drafts or from dictation; check enclosures and addresses and ensure that format, grammar, spelling and punctuation are correct.
- Draft original correspondence on routine matters and where required sign on behalf of the CTA/PC.
- Prepare letters, documents or slide presentations under supervision of CTA/PC.

Function 4

Provides workshop/meeting arrangement support, achieving results such as:

- Assist with the preparation for meetings and training programmes.
- Format, finalize and distribute meeting materials, record of discussions and reports of COSCAP- SA missions, meetings, workshops and seminars.
- Work with domestic or international counterparts to organize various meetings, training courses, seminars and workshops.

Function 5

Provides travel arrangement support, achieving results such as:

- Arrange travel for programme technical officers, including airline and hotel reservations and the procurement of airline tickets as required.
- Prepare and review TAR and follow up with ASR for DSA payment to the traveller when applied.
- Track the mission information taken by programme staff and invited instructors regarding MTR submission, ASR issuance, Travel Claim submission and settlement.

Function 6

Performs any other duties as required for the successful and timely implementation of the Programme.

COMPETENCIES

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

- Completion of full secondary education.

Desirable

- Successful completion of formal training in accounting, office administration and/or standard office computer applications.

Professional experience

Essential

At least five years' relevant administrative experience.

- Ability to operate office automations and MS-Office applications.
- Good knowledge of the financial and administrative principles and practices.
- Good knowledge of accounting and financial procedures and ability to maintain financial records, prepare clerical reports and statements accurately.
- Good administrative, communication and organizational skills.

Desirable

- Previous work experience in the UN/International Organizations and civil aviation will be an advantage.
- Experience and knowledge of procedures for the preparation of documents, administrative forms, and use of filing systems.

Languages

Essential

- Fluent reading, writing and speaking abilities in English.

Desirable

- Knowledge of any of the other languages of the Organization (Arabic, Chinese, French, Russian or Spanish).

Net annual Salary: MVR 204, 616 (Maldivian Rufiyaa) + allowances, if applicable.