

COSCAP SA RECRUITMENT OF AN ADMINISTRATIVE ASSISTANT G-5 LEVEL MALE, MALDIVES

1) The COSCAP SA - ICAO Office (aviation agency of the United Nations) will be looking at employing an administrative assistant at the G-5 level. The position will be located at the COSCAP SA office located in Male, Maldives for a period of one year renewable each year up to a maximum of 5 years.

NOTE: Initially, a one-year contract is offered which is renewable pending satisfactory performance.

2) The qualification requirements are listed as such:

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).

3) Interested applicants are requested to complete the attached electronic Personal History Form (P11) and submit a copy of their CV including copies of education certificates to the following email as follows: Attn. Marie Zubryckyj, Chief Technical Advisor, COSCAP SA: marie.zubryckyj@coscap-icao.org. no later than **December 15, 2021**.

4) Applicants who have successfully been screened-in, will be contacted to conduct an English Written Examination and if successful, pass a competency based interview. Written examinations and subsequent interviews will be conducted in December/January 2021.

5) If you have any questions, please do not hesitate to contact **via email** the undersigned.

Capt. Marie Zubryckyj
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Attachments:

Personal History For (P11)
Job Description for position