



UNESCO contributes to peace and human development by furthering international cooperation through its programmes in education, sciences, culture and communication. Our overriding goal is to respond effectively to present and future challenges, and to ensure a better world for future generations. With its 188 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of 55 Offices and several Institutes.

Please be informed about a SC contract opening in UNESCO Antenna-Office of São Paulo, for which written applications with Curriculum Vitae will be accepted up to the closing date.

UNESCO Brazil is recruiting for

Post: **Secretary/Assistant**
Based: UNESCO Antenna-Office in São Paulo
Closing date: **01 March 2009**
REF: ANT/SP/SEC/ASS/01/09
Recruitment: External/Internal

Purpose of post: Under the authority of the Director of the Office, the supervision of the Antenna Office Coordinator, the incumbent provides a public interface for the Antenna Office, assisting and facilitating contacts to and from other UNESCO offices and external sources, either personally or by way of the phone/Internet. The incumbent also provides secretarial and clerical support to the Coordinator to facilitate his/her interactions and relations with internal and external contacts. The incumbent will be responsible for the following tasks:

Main responsibilities:

- Process incoming and outgoing correspondence in accordance with established rules and procedures and distribute them as appropriate;
- Schedule appointments and manage/follow up Coordinator's agenda and Office schedules, including vehicle utilization;
- Answer telephone inquiries providing information required or route call as appropriate to allow accurate information to be obtained;
- Write and review outgoing correspondence for accuracy of style, grammar and spelling and for inclusion of accompanying documents and carry out minor informal translations from English into Portuguese and Portuguese into English, where necessary;
- Identify suppliers and purchase office materials based on budget availability and distribute and control office supplies;
- Receive external visitors and direct/guide them to the appropriate staff member/section;
- Monitor cleaning and physical upkeep of office equipment and furniture.
- Keep updated lists of names, addresses and telephone numbers of ministers, government officials, members of the diplomatic corps, UNESCO's authorities, public and private partners (especially of authorities for the State in which the Office is located);
- Organize and maintain the official records of the Antenna Office including minutes, policies, rules and regulations and official correspondence, documents and invoices in order to ensure easy access;
- Distribute and control UNESCO's publications and other information materials;
- Prepare background information to assist Antenna Coordinator and other staff on meetings and missions.
- Carry out all mission-related arrangements, such as flights, hotel quotations and bookings.
- Provide logistical support at UNESCO seminars and meetings by collecting and distributing documents, working at the reception desk etc.
- Any additional activities that may be required to ensure the success of the work team to which assigned.

Profile: Completion of secondary education - formal secretarial training will be an asset. At least three (3) years of progressively responsible experience as a Secretary either in a national or international organization. Previous experience within UN agencies will be an asset. The post requires: - Ability to communicate effectively (verbally and in writing); organizational skills; ability to file and retrieve information accurately and effectively; initiative, discretion and punctuality. Computer literacy in Microsoft package (elaboration of a variety of documents). The post also requires proficiency in the following languages: very good working knowledge of English and excellent Portuguese; knowledge of French will be an asset.

Conditions of employment: Gross Monthly salary of **1.942,67** Reais. The contract will have a probationary period of 03 months. Renewal of the contract is subject to satisfactory service.

How to apply: Candidates should send application to UNESCO Human Resources Unit in Brasília, by e-mail trabalheconosco@unesco.org.br, or by mail service to UNESCO Brasília Office: SAS - Quadra 5 – Bloco H - Lote 6 Ed. CNPq/IBICT/UNESCO - 9º andar, CEP: 70.070-914 – Brasília /DF – Brazil, attaching an updated Curriculum Vitae (on the official UNESCO form preferably).

POST TITLE AND REF. MUST BE MENTIONED IN THE SUBJECT OF THE APPLICATION. APPLICATIONS SUBMITTED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.

Issue date: 17 February 2009