

## ADMINISTRATIVE OFFICER (SEAR/CO/12/FT16)

8 January 2013

- ▶ [PDF/Print version](#)
- ▶ [Share this vacancy](#)

- ▶ [Returning applicants, please log in](#)
- ▶ [Not registered? Register here](#)

- ▶ [List of closed vacancies](#)
- ▶ [Return to current vacancies list](#)



The mission of WHO is the attainment by all peoples of the highest possible level of health.

**Vacancy Notice No:** SEAR/CO/12/FT16

**Date:** 28 December 2012

**Original published date:** 28 December 2012

**Title:** Administrative Officer

**Application Deadline:** 26 January 2013

(18 day(s) until closing deadline)

Republished (Currently accepting applications)

**Grade:** P2

**Contract type:** Fixed-Term Appointment

**Duty Station:** Dili, Democratic Republic of Timor-Leste

**Duration of contract:** 24 months

**Organization unit:** SEARO Countries (SE\_ACO) / SE\_TLS WR Office, Timor-Leste (SE\_TLS)

#### **OBJECTIVES OF THE PROGRAMME :**

The objective of the Programme is to deliver WHO core functions at the country level, with particular focus of the Organization's directing and coordinating role for international work. Within this framework, activities include support to the Government in the formulation, implementation and evaluation of national health policies, strategies and plans, and development and management of WHO's technical cooperation programmes at the country level.

The immediate unit objective is to facilitate programme delivery by providing timely administrative services to programme delivery collaborators, staff and consultants in all aspects of administrative and financial operations including budget and finance, human resources, procurement, travel, ticketing and transportation, logistics, building management, security and safety of staff, GSM operations, telecommunications, publication dissemination, media, protocols and public relations. Further, to provide accurate guidance, information and practices which lead to full compliance and accountability with the Organization's established rules and regulations.

#### **Description of duties:**

Under the direct supervision of the WHO Representative, and the general guidance of the Director, Administration and Finance for the South-East Asia Region, the incumbent performs of the following duties :

##### Administration

- (1) Direct, manage and advise staff in delivering a full range of administrative services in support of budget and finance, human resources, procurement, travel, ticketing and transportation, fellowships, building management, security of office premises and staff safety, telecommunications, information technology including GSM operations, and asset management;
- (2) Provide the WHO Representative, and other staff at WCO, field offices and Projects, advice and analysis on all areas of administration, including respect for WHO administrative and financial rules, policies and practices;
- (3) Provide analysis and advice to the WHO Representative and senior staff on management of Awards, Imprest accounts and handling of cash; oversees proper reconciliation and reporting of these functions;
- (4) Actively advise on procurement of services required for management of country office or for support of technical programs, participating in local contract committees and ensuring best value for money in procurement practices;
- (5) Facilitate team building, coordinates identification and implementation of Staff Development and Learning activities;
- (6) Assist the WR in establishing and maintaining an efficient and effective compliance programme within the Office, including heightened awareness of Standards of Conduct and Compliance requirements;

##### Coordination

- (7) Represent WHO and participates actively in the UN Operations Management Team and other interagency meetings; share relevant information with colleagues, and ensure implementation of decisions taken by the heads of the agencies;
- (8) Liaise with Government departments and other diplomatic missions to ensure timely approval of visas, work permits, VHF/HF radio licenses, vehicle imports, as well as issues of common interest;
- (9) Coordinate with the United Nations Department of Safety and Security (UNDSS) and SEARO focal point for Security, to ensure the Minimum Operating Security Standards (MOSS) compliance and timely reports of security related incidents; disseminate security and travel advisory and arrange security briefings and training of staff.;
- (10) Perform other duties as assigned.

#### REQUIRED QUALIFICATIONS

##### **Education:**

###### Essential:

University degree from a recognized institute in business/public administration, economics, or organizational development.

###### Desirable:

Training(s) in HR, accounting, finance, monitoring and evaluation

##### **Skills:**

Thorough knowledge of administrative, financial and management theories and principles, procedures and their application. Excellent negotiating skills. Ability to work under pressure in an independent manner with an inter-disciplinary team. Ability to manage teams. Ability to represent the Organization in dealing with Government, UN agencies and other development partners. Excellent inter-personal skills, tact and diplomacy. Ability to use MS office and enterprise-wide integrated administrative and program planning software.

##### Competencies:

1. Producing results
2. Communicate in a credible and effective way
3. Creating an empowering and motivating environment
4. Respecting and promoting individual and cultural differences
5. Ensuring the effective use of resources

##### Other Skills (e.g. IT):

Proficiency in Microsoft Office suite, and working knowledge of ERP applications.

##### **Experience:**

###### Essential:

At least three years' experience in a range of administrative and financial services.

###### Desirable:

WHO/UN/healthcare Organization experience of working in a developing country or interaction with national authorities

[Share Tweet](#)

**Languages:**

Excellent knowledge of spoken and written English. Working knowledge of local language an advantage.

**Annual salary:** (Net of tax)

US Dollars 46,730 at single rate

US Dollars 49,821 with primary dependants

**Post Adjustment:** 57.70 % of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

---

A written test and interviews may be used as a form of screening

---

Online applications are strongly encouraged to enable WHO to store your profile in a permanent database. Please visit WHO's e-Recruitment website at: [www.who.int/employment](http://www.who.int/employment). The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

---

WHO is committed to workforce diversity.

Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual. Only candidates under serious consideration will be contacted.

---

Republished (Currently accepting applications)

[New Applicants -- Click here to begin your on-line application](#)

[Returning Applicants enter here](#)

[WHO Staff enter here](#)



WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.