



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
TRADE RELATED TECHNICAL ASSISTANCE – PAKISTAN

JOB DESCRIPTION

Post Title: Office Secretary

Duration: 12.0 w/m

Date required: February 2010

Duty Station: Islamabad, Pakistan

Duties: The person will work under the overall guidance of the UNIDO Project Manager in Vienna and will work under the direct supervision of the Chief Technical Advisor (CTA).

Main Duties
1. Provide active secretarial and administrative support to the project management office (PMO)
2. Manage calendar, meetings, visitors, phone calls and appointments.
3. Take dictations on a variety of subject matters, type correspondence.
4. Screen all incoming correspondence; log necessary background information and maintain follow-up system incoming correspondence to signal urgency.
5. Check outgoing correspondence for conformity before signatures and ensure follow-up.
6. To disseminate information to National/International consultants for other follow up actions.
7. Maintain policy, confidential and general files. Ensure retrievability of documents also kept by electronic files.
8. Maintain press archives on daily basis
9. Maintain Back-up of all electronic data
10. Perform liaison duties with PMO staff.
11. Assist in complying with local laws and applicable UN regulations and procedures in matters relating to contracts, sub-contracts, purchases etc.
12. Prepare and maintain the inventory of project properly.
13. Assist in processing all payments in accordance with UN procedures and carrying out budget revision whenever necessary
14. Perform other duties as and when assigned by CTA/PMO staff

Qualification:

Graduate/Post Graduate with background in management, commerce and/or public administration. The candidate must show a pro-active attitude, possess excellent communication skills, be able to work independently, yet possess the ability to interact constructively with both public and private sector.

Language: English & Urdu

Background: Background:

The TRTA- II programme has three complementary components aimed at improving the trade and investment policy climate and enhancing trade development, strengthening standards and quality capacity, and improving the protection of intellectual property rights. The programme is broader in scope than the previous TRTA, addressing regional negotiations and WTO, trade development and trade policy, and involving the private sector and civil society as well as the GoP.

The TRTA-II programme has the following three Components:

Component 1: Trade Policy Capacity Building

Component 2: Export development through improvement of the quality infrastructure

Component 3: Strengthening of the Intellectual Property Rights