

## **ADMINISTRATIVE ASSISTANT SUPPORT TO CIVIC EDUCATION PROJECT II (SCEP II)**

<b>Location :</b>	Luanda, Angola
<b>Duration of Assignment:</b>	One Year (subject to renewal)
<b>Organizational Unit:</b>	Support to Civic Education Project II (SCEP II)
<b>Post Level:</b>	SC

### **1. General Information:**

In April 2002, UNITA and FAA signed a peace agreement ending more than thirty years of war. Since then peace building, promotion of democratic participation and the legitimacy on the political system and its key institutions have been a critical point on the public and institutional agenda. There is a need to foment dialogue among communities about this matter, as well as capacity citizens about their rights and duties through civic education.

The project aims to empower civic stakeholders expanding democratic participation, particular among women and other under-represented segments of society, through civic education, citizens' access to information and human rights and awareness-raising activities. It also aims at enhancing technical and managerial capacity of civil society organizations, as well as overcome the lack of resources for implementing democratic participation activities among the key stakeholders by making available a fund to which they can apply.

Civil society in Angola is still in the process to consolidate their action and still needs to strengthen their capacity to address the challenges that the country faces nowadays. At the same time, there has been a lack of coordination among them, as well as a weak synergic approach. Somehow, there is a need to build the capacity of the national civil society organizations in terms of project management, technical support and promotion of a synergic action among them.

In order to respond to this need, UNDP – with support of the Government of Angola and International Partners – has established a 'Support to Civic Education' [SCA] Unit, and is continuing to launch a Civic Education Program. The recruited candidate will join the UNDP SCEP II team.

### **2. Description of Responsibilities:**

Under the overall supervision of the SCEP II Chief Technical Advisor [CTA], the SCEP II Administrative Assistant will have the following responsibilities:

- Assist the SCEP II team in development and delivery of correspondence (Portuguese, and English)
- Organize logistical support for trainings and seminars
- Follow-up on office-related matters such as sending of messages, receiving and carrying out phone calls, payment requests, purchase and distribution of office stationary, etc.
- Ensure that office equipment is well maintained
- Assist data officer in entry of research data
- Assist in the translation of instruments and documents from English to Portuguese
- Report to the SCEP II CTA

### **Education/Knowledge/Skills and Experience:**

#### **Qualifications:**

- Completion of secondary education. Certification in administration desirable. University degree in business or public administration desirable but not a requirement.
- 3 to 5 years experience with secretarial work
- Familiarity with MS Word and Excel, Internet, Email
- Experience with bookkeeping and finance administration responsibilities
- Problem solver and trouble-shooter abilities
- Spirit of teamwork and consultation, as a tool for success, is encouraged at UNDP
- Good social and communication skills
- Spontaneous, prompt, reliable, task-oriented, integer, attentive

#### **Languages:**

- Good Portuguese and English proficiency

*Women as well as members of ethnic minorities or vulnerable groups are especially encouraged to apply.*