

JOB DESCRIPTION

Post Title: Secretarial assistance

Duty station: Rome – Italy

Duration: 6 months

Background: The Investment and Technology Promotion Offices, which are supervised and operated by UNIDO, primarily assist developing countries in their industrialization efforts through the promotion of foreign investment and the transfer of technology. They assist in the identification of appropriate industrial investment possibilities in developing countries and bring to the attention of potential foreign investors concrete project proposals. The ITPO Italy promotes outward flow of investment and technology from Italy to developing countries.

Duties: Under the supervision of the Project Manager and in coordination with the senior general staff, the secretary provides clerical and general administrative support:

- Assist the administrative staff in their daily operations, in maintaining filing system, planning of official travel, keeping of accounts.
- Screen phone calls and visitors. Respond to moderately complex information requests and inquiries as necessary, as well as to refer queries to appropriate personnel for handling.
- Assist in maintain the supervisor's daily schedule of appointments; assist in organizing the logistics for meetings; prepare the necessary background documents and agendas; liaise with counterparts on attendance; assist in the preparation of presentation material; book meeting rooms and take notes at meetings, if required.
- Perform any other related duties as assigned.

Qualifications: High School leaving certificate, computer literacy, familiarity with secretarial and accounting tasks. Initiative, dynamism and integrity are required

Languages: English is essential; working knowledge of Spanish and of other UN languages desirable.