

JOB DESCRIPTION

Post: Project Assistant

Grade: GS-1

Terms/Conditions: Fixed-term appointment for two years, with possibility of renewal

General Duties:

Under the direction and supervision of the departmental director and program officers provide assistance in the preparation, implementation, and completion/settlement of projects and perform administrative/secretarial duties for the department.

Specific Duties:

1. Assist program officers in initiating projects by issuing project notifications and other related documents such as letters of acceptance/assignment for the selection and confirmation of project participants and resource persons/experts;
2. Assist program officers in logistical arrangements for projects by communicating and coordinating with host countries and resource persons/experts;
3. Assist program officers in preparing to implement projects by making travel arrangements, preparing certificates, and making other necessary arrangements;
4. Assist program officers in handling post project activities, such as settling and closing projects and disseminating reports and publications, etc.;
5. Assist program officers in coordinating the maintenance and updating of project timetables, budgets and accounts, and managing project document files;
6. Perform departmental administrative/secretarial tasks to assist program officers in carrying out their duties effectively;
7. Work with other staff in coordinating work improvement initiatives to ensure efficiency, accuracy, and high performance of the department; and
8. Perform such other duties as may be assigned from time to time by program officers, departmental director or the Secretary-General.

Qualifications and Experience:

1. A minimum of five years of previous relevant job experience in project administration, technical cooperation, secretarial work, office administration, or other related fields;
2. A minimum Bachelor's degree in a related subject or field;
3. Proficiency in reading, writing, and speaking English and Japanese;
4. Excellent computer skills particularly in Microsoft Word, Excel, and PowerPoint;
5. Work experience in an international environment with diverse nationalities and cultures;
6. Ability to perform multiple tasks in a timely and accurate manner;
7. Excellent communication skills and able to listen well, express ideas, and provide relevant, timely information; and
8. Demonstrated ability to work harmoniously with colleagues toward team goals.