

Annex: Detailed Job Description



I. Position Information

Job Code Title: Assistant to DRR/Registry Officer
Post Grade: ICS-5
Position Number: 00001211
Department: UNDP Mongolia
Reports to: Deputy Resident Representative and ARR (O)
Reports: N/A
Position Status: Non-rotational

II. Organizational Context

Under the direct supervision of the DRR, the Assistant to DRR/Registry Officer ensures effective and efficient functioning of the DRR's office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

Under the direct supervision of the ARR (O), the Assistant to DRR/Registry Officer provides reliable registry services demonstrating a client-oriented approach.

The Assistant to DRR/Registry Officer works in close collaboration with Programme, Operations, project teams and UN Agencies to ensure efficient flow of information.

III. Functions / Key Results Expected

Summary of key functions:

- Effective and efficient functioning of the DRR's office
- Maintenance of the registry system
- Cost recovery for pouch services and mail operations

1. Ensures **effective and efficient functioning of the DRR's office** focusing on achievement of the following results:
 - Management of the DRR's office, ensuring an environment of professionalism and teamwork at all times, and setting exemplary standards of conduct for the CO team;
 - Efficient and discreet management of the DRR's schedules, aAdministration of travel, meetings, appointments and briefings of DRR;
 - Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of documents and reports to the DRR;

- ❑ Draft routine correspondence, interoffice circulars, general briefing notes, documents, reports, and translations when required;
- ❑ Organization of regular and ad-hoc meetings; preparation of minutes and summaries of actions to be taken; tracking of progress on planned issues; follow-up with focal points;
- ❑ Screening of all incoming communications, filter outgoing correspondence for DRR's signature, clearance and further action by other staff; wherever possible;
- ❑ Adherence to appropriate protocol and correspondence guidelines by CO team when communicating with Government and other external partners;
- ❑ Use of automated office management system;

2. Ensures **maintenance of registry system** focusing on achievement of the following results:

- ❑ Set up and maintenance of the office filing system in accordance with the UNDP Global Filing System;
- ❑ Opening of new subject files as required and disposal of old files in accordance with the established retention schedule;
- ❑ Maintenance of archives, making sure files are properly stored and accessible; safe keeping of documents;
- ❑ Participation in the creation and maintenance of an electronic registry/archive system in close cooperation with the ICT staff;
- ❑ Receipt, registration, coding and forwarding of incoming faxes, letters, e-mails and other correspondence to proper unit/staff member;
- ❑ Registration and dispatch of the outgoing communications, including pouch, registered and express mail. Prepares the summary of enclosure forms and necessary documents and maintains the file on pouches received to ensure that all bags are accounted for;
- ❑ Maintain office communication facilities and equipment used for registry functions;

3. Ensures **cost recovery on pouch, mail operations, private calls and faxes** focusing on achievement of the following results:

- ❑ Regular and proper prorating and billing of user agencies;
- ❑ Regular monitoring and billing relevant staff members on private calls and faxes;

4. Ensures **facilitation of knowledge building and management** focusing on achievement of the following results:

- ❑ Organization of trainings for UNDP staff on UNDP Global Filing System, e-documentation;

IV. Impact of Results

The key results have an impact on the efficiency of the DRR's office as well as accurate, safe, cost-effective and timely execution of the CO services.

Accurate analysis and presentation of information strengthens the capacity of the DRR's office and promotes the image of UN/UNDP as an effective contributor to the development of the country. Incumbent's own initiative is decisive in results of work and timely finalization.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Provides helpful feedback and advice to others in the office

Development and Operational Effectiveness

- Ability to perform a broad range of activities aimed at effective and efficient functioning of DRR's office, including data/schedule management, maintenance of protocol, information flow.
- Confidentiality
- Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems
- Demonstrates good IT skills
- Good knowledge of the UNDP Global filing system
- Understanding of UNDP operations procedures

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and different points of view

VI. Recruitment Qualifications

Education:	University degree
Experience:	5 years of relevant work experience. Ability to work with computer and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages.
Language Requirements:	Fluency in English and Mongolian languages

VII. Signatures- Post Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name / Title	Signature	Date
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Chief Division/Section

Name / Title	Signature	Date
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