



UNITED NATIONS DEVELOPMENT PROGRAMME

I. Position Information

Job code title: **Registry/Administrative Clerk**
Pre-classified Grade: Service Contract, SB—2, one year with possible extension
Supervisor: Administrative Associate

II. Organizational Context

Under the guidance and supervision of the Administrative Associate, the Registry/Administrative Clerk provides reliable registry services and support to administrative services ensuring high quality of work, ensures accurate, timely and properly recorded/documented service delivery. The Registry/Administrative Clerk promotes a client, quality and results-oriented approach.

The Registry/Administrative Clerk works in close collaboration with the Operations, Programme and projects staff in the CO and other UN agencies staff to ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- Maintenance of the registry system
- Effective mail management
- Cost recovery for pouch services
- Implementation of operational strategies
- Provision of administrative and logistical support
- Provision of support to office maintenance and assets management
- Support to knowledge building and knowledge sharing

1. 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

<ul style="list-style-type: none"> ❑ Provision of photocopies of material from the confidential registry files, as requested by staff. Assistance in the collection of reference and background material from registry files ❑ Establishment and maintenance of records system of file movements within the office; maintenance of the office circulation and reading files. ❑ Preparation of correspondence and reports related to registry activities ❑ Maintenance of an electronic registry/archive system in close cooperation with the ICT staff
<p>2. Ensures provision of effective mail management focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Receipt, registration, coding and forwarding of incoming faxes, letters and other correspondence to proper department/unit/officer. ❑ Registration and dispatch of the outgoing communications, including pouch, and follow-up distribution. Prepares the summary of enclosure forms and necessary documents and maintains the file on pouches received to ensure that all bags are accounted for.
<p>3. Ensures implementation of operational strategies, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Full compliance of administrative activities with UN/UNDP rules, regulations, policies and strategies. ❑ Provision of inputs to preparation of administrative team results-oriented workplans.
<p>4. Provides administrative and logistical support, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Arrangement of travel and hotel reservations, preparation of travel authorizations. ❑ Support to staff members and their dependents by processing requests for visas, identity cards and other documents in accordance with requirements of the United Nations and national government. ❑ Administrative support to organization of conferences, workshops, retreats. ❑ Collection of information for DSA, travel agencies and other administrative surveys. ❑ Preparation of routine correspondence, faxes, memoranda and reports in accordance with CO SOP. ❑ Extracting, inputting, copying and filing data from various sources. ❑ Maintenance of files in Administrative Unit
<p>5. Ensures cost recovery on Pouch Operations and Services Provision focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ▪ Proper prorating and billing of user agencies.

IV. Impact of Results

The key results have an impact on the execution of the CO administrative/logistical services in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach strengthens the capacity of the office in the provision of administrative/logistical services.

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 and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of repetitive and routine tasks and duties related to arrangement of meetings, office and vehicle maintenance and general administration work.
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Strong IT skills

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

VI. Recruitment Qualifications

Education:	Secondary education.
Experience:	2 to 3 years of relevant administrative experience. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.
Language Requirements:	Fluency in Azerbaijani, English, Russian