

Job title: Programmes Support Assistant

Grade: GS-2

CCOG code: 2.2.01.c

Purpose of the role: to assist the Programmes Unit Manager and other members of the Programmes Unit and Partnerships and Communications Unit to provide general administrative duties which serve to implement various activities especially the Cheminova project.

ICCROM is an intergovernmental organization that serves its Member States by promoting the conservation of all forms of cultural heritage in every region of the world.

Programmes Unit: we ensure that programmes are relevant, of high quality and serve to build capacity across Member States within the agreed-upon strategic directions of ICCROM.

Main functions

The role involves, but is not limited to, the following functions:

1. Provide assistance on general administrative support to Programmes Unit and Partnership and Communication Unit for activities, ensuring coordination and flow of information between units and offices.
2. Provide assistance on the planning of activities and events and communication materials related to the Cheminova project, with additional support to European Commission projects in which ICCROM is engaged.
3. Liaise between project partners as needed as well as resource people brought in for project-specific activities.
4. Assist the budget holders in the budget definition, monitoring and regular checks to provide updated and timely information for budget management and reporting.
5. Process actions related to the organization of travel of staff, participants, and resource people as required.

Additional functions

The holder of this position will also be responsible for the following additional duties:

1. Collaborate with the Administration colleagues on the administration of allocated funds, payment requests and other financial transactions.
2. Liaise with Partnerships and Communications colleagues for the production of promotional materials, translations, designers, printers and other services as needed by the Programmes Unit.
3. Work closely with ICT colleagues to provide technical and logistical support to ensure the delivery of the ICCROM Lecture Series online webinars and other digital meetings, as required.
4. Collaborate as necessary with colleagues at the Regional Office on programme and administrative-related issues in close coordination with the Programmes Unit Manager.
5. Perform other duties as assigned consistent with the post and staff member's background and experience and the needs of the Organization.

Budget responsibility:

No

Main relationships

Reports to: Programmes Unit Manager
 Supervise roles: not applicable

Other relevant relationships:

Assist in the organization of the ICCROM General Assembly, Council, and other public relations activities (invitations, receptions, catering, etc.) related to ICCROM. Collaborate with colleagues to ensure that reporting and data management activities are carried out in a timely manner.

Technical knowledge

1. Degree in a field relevant to administrative, financial, secretarial, and logistic support or equivalent professional experience.
2. Ability to work with a range of colleagues and stakeholders.
3. Good knowledge of SAP (Accounting module) or similar ERP systems.
4. Demonstrated proficiency using Microsoft Excel and Microsoft Office in general.
5. Fluency in English or French with knowledge of other languages as an advantage.


Organizational competencies

All ICCROM staff and personnel need to ensure that they demonstrate the required behaviours in order for us to deliver on our mission. These behaviours underpin everything that we do, both internally and when working with stakeholders.

The ICCROM Competency Framework provides an inventory of expected skills and relative behaviours that lead to successful performance:

- Results focus
- Takes accountability for the delivery of agreed results in service of the strategic directions and plans, and demonstrates an understanding of how these contribute to the goals of ICCROM.
- Planning and organising
- Establishes a realistic and systematic course of action to accomplish objectives, determines priorities, and allocates resources effectively.
- Innovates and embraces change
- Demonstrates initiative and creativity, developing new ideas and approaches and taking initiatives, when required. Continually seeks to improve the knowledge, skills and work processes.
- Decision making
- Forms sound, evidence-based judgments, makes choices, assesses risks to delivery, and takes accountability for results. Takes responsibility for own words and actions and can be relied upon consistently.
- Building and maintaining relationships
- Builds and maintains relationships outside own immediate team, partnerships and networks to achieve common goals.

Any change, addition, omission or other alteration of the present Job Description will be made after contacting the staff member and will be communicated by written notification.

Unit Manager	Human Resources Office	Post Holder
		
Date:	Date:	Date: