

Job and Position specifications: Administrative Professional/Stenographer

Position title: ADMINISTRATIVE PROFESSIONAL/STENOGRAPHER

Mission: Permanent Mission of Trinidad and Tobago to the United Nations, New York

Function of position: The staff member of the Administrative/Professional Secretarial category will perform duties that are within the scope of the secretarial, clerical and information management fields.

Distinguishing Features of Work:

Responsibilities will be variable and include duties such as typing/word processing, preparing and designing documents; organizing and collating reports; using the computer for searching, retrieving, tracking, and bookmarking documents/data in a computerized environment that utilizes the United Nations and Mission's web-based interfaces, as well as manual systems. The distinguishing features of the work include typing, scripting, shorthand and transcribing dictation, maintaining a small record of files and documents, e-mailing and managing the information retrieved from the internet, planning and scheduling itineraries. All work will be performed under direct supervision and in accordance with established policies, procedures and standards prevailing in the Mission and the administrative/professional secretarial field so as to ensure adherence to policies and attainment of objectives.

Examples of work:

- Type and collate reports, briefs and statements.
- Type memoranda, labels and Diplomatic Notes.
- Prepare correspondence and documents for dispatch by facsimile, scanning or e-mailing.
- Draft routine correspondence, as necessary.
- Screen, register and manage all incoming facsimiles and correspondence, as well as disseminate these according to standard procedures.
- Develop and maintain databases.
- Assist with the reception and telephone switch-board functions of the Mission, as necessary.
- Perform related and other work as may be required by the job function and the Mission.

Minimum experience and training:

Experience and training in the administrative professional and secretarial field. This may be complemented by relevant experiences that may have been gained working in public and development policy, marketing, information/communication management, webpage development and/or computer technology in the private, public or multilateral sectors. Training as evidenced by the possession of certificates/diplomas in typing, shorthand, software programmes. Knowledge of government policies and procedures in a similar or related field in the Public Service or a Diplomatic Mission; or any equivalent combination of experiences and training will be an asset.

Required knowledge, skills and abilities:

Psychomotor skills set:

Knowledge of short-hand with the ability to script at least 70 words per minute.

Ability to type 70 words per minute, with proficiency at a basic or intermediate level to use Microsoft Word, Power Point and Excel.

Ability to adequately search, retrieve and bookmark relevant data on the Internet.

Have a basic knowledge with demonstrated ability to use a fax machine, printer and shredder and telephone switch-board system.

Cognitive skills set:

Basic knowledge of documentation standards and acceptable presentation styles with regard to typing reports briefing documents, memorandum, letters or UN documents.

Knowledge of an official's rank and the required protocol that should be given to the person in an official or social context.

Ability go grasp problems and to think and to act quickly.

Knowledge and understanding of the Mission's vision including its objectives at the United Nations and for Trinidad and Tobago.

Behavioral skills set:

Ability to multi-task, work independently and consistently with the capacity to handle tasks with accuracy and speed whilst maintain a friendly and courteous image to all internal and external constituents within a fast paced environment where you will be required to meet timelines/deadlines.

Ability to listen with attention and communicate or provide feedback effectively orally and in-writing with clarity, brevity and quality, and must be able to vary writing style to meet the needs via medium such as the e-mail, internet or web-based interface systems.

Ability to establish and maintain effective working relationships with associates and constituents external or the Mission, including the representatives of the United Nations, other associations or companies that conduct business with the Mission.

Ability to adapt readily and work effectively under a variety of different conditions, including with different people, situations and groups.

Additional requirements:

You must be legally authorized to work in the United States of America.

**Permanent Mission of Trinidad and Tobago to the United Nations, New York
January 17, 2017.**