



ADVERTISEMENT
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No. IVN/EVN/BOS/20/02

Title of Post	Administrative Assistant	Category/grade	General Service, G4
Post Number	10033276	Type of contract	Fixed-term Appointment
Location	Bossaso, Somalia	Date of Issue	01 April 2020
Effective date of assignment	As soon as possible	Closing Date	14 April 2020

Organizational Setting and Work Relationships:

The Administrative Assistant will provide administrative assistance to the immediate supervisor and/or Head of the Office, and/or to the Unit as a whole to ensure that routine services and activities within the administrative domain are properly implemented. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The assignments are mostly standard tasks including limited interpretation of subject matter and information exchange between staff in the office, at the duty station and external officials of other institutions to ensure mutual understanding. The incumbent's workload and the assignments will remain under constant guidance and direction of the supervisor.

The Administrative Assistant is a position within an office/Division/Bureau that requires basic knowledge of administrative rules, procedures as well as operational standards of a UNHCR office. The nature of certain administrative/personnel functions require discretion and confidentiality.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties:

Within delegated authority, the Administrative Assistant will be responsible for the following duties:

- Arrange appointments/meetings both internal and external, some involving high ranking officials.
- Receive visitors, place and screen telephone calls, respond to routine requests for information and take notes at meetings as and when required.
- Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
- Receive, review, sort and distribute all incoming and outgoing correspondence, office pouch and material, highlight priority items and attach necessary background information. Maintain a follow up system.
- May be required to maintain/update confidential files.
- Draft routine correspondence, memoranda and reports. Format more complex documents by using the appropriate technology.

- Facilitate implementation of Personnel administrative formalities and processing of documents in relation to official travels, leaves and movements of staff. Support staff members with processing personnel-related documentation.
- Maintain office inventory and stocks of office supplies. Monitor the asset management track to ensure all admin procurements and disposal of UNHCR property are done and recorded accurately.
- Assist the supervisor to monitor and record expenditure/disbursement of funds.
- Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
- May regulate and monitor routine provision of services and/or shifts from providers, as and when applicable;
- Monitor office/compound facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- Completion of high school diploma plus Advanced training/certificate in Business Administration, Finance, Office Management, Human Resources or other related field
- Job experience: Minimum 4 years of relevant work experience
- Knowledge of English and/or UN working language of the duty station if not English.

Functional Skills:

- IT-Computer Literacy*
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures
- UN-UN/UNHCR Financial Rules and Regulations and Procedures
- IT-PeopleSoft Applications

(Functional Skills marked with an asterisk* are essential)

Required Competencies:

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing

Eligibility:

Internal candidates: Interested current staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding your eligibility, you may also contact the HR Unit.

External candidates: External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation and signed Personal History Form by e-mail clearly stating the position title, vacancy notice number in the subject line to: sommohrs@unhcr.org by the **14 April 2020**.

The Personal History Form and its supplementary sheet is attached and also available at the following link: <http://www.unhcr.org/recruit/p11new.doc>

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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