



**RE-ADVERTISEMENT**  
**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy Notice No. IVN/EVN/MOG/20/08**

<b>Title of Post</b>	<b>Executive Support Associate</b>	<b>Category/grade</b>	<b>General Service, G6</b>
<b>Post Number</b>	<b>10029906</b>	<b>Type of contract</b>	<b>Fixed-term Appointment</b>
<b>Location</b>	<b>RO Mogadishu, Somalia</b>	<b>Date of Issue</b>	<b>12<sup>th</sup> August 2020</b>
<b>Effective date of assignment</b>	<b>As soon as possible</b>	<b>Closing Date</b>	<b>25<sup>th</sup> August 2020</b>

**Organizational Setting and Work Relationships:**

The position of Executive Support Associate is located within a Division/Bureau or Office of the Representation/Head of Office. The role of this position is to provide administrative and secretarial support services to the Head of Office or immediate Supervisor, in order to ensure the smooth running of the Office and its flow and management of administrative and routinely information. This would involve direct contact with other staff members and contacts with the teams of high-ranking officials, both within and outside UNHCR. The incumbent prioritizes tasks and organises work independently based on direction from the Supervisor and has access to highly sensitive and confidential information.

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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**

- Arrange appointments and maintain Supervisor's calendar, ensure attendance and well set up of meeting rooms, and screen telephone calls.
- Arrange meetings with high-ranking officials and official receptions given by the Supervisor.
- Ensure that high-level visitors are appropriately informed, that they receive background information as necessary, and that the necessary protocols are respected.
- Manage the flow of information to/from the Supervisor and other senior staff; identify priority matters that need to be urgently addressed or signed by the Supervisor. Follow up to ensure that appropriate administrative action is being taken by senior managers on tasks determined by the Supervisor.
- Prepare briefing materials for Supervisor for official trips or special meetings including agenda, travel details and background documents prepared by the Executive Assistant.
- Prepare informal translations if required.
- Receive screen, log and route correspondence, attach necessary background information and maintain follow-up system.

- Draft non-substantive correspondence and ensure follow-up.
- Type correspondence, documents and reports, etc., some of which are highly confidential.
- Select and make pertinent abstracts and undertake searches for information.
- Maintain a file management system according to UNHCR policies, including general and confidential files.
- Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Ensure administrative procedures (travel, hospitality expenses, etc.) will be timely concluded.
- Perform other related duties as required.

## Minimum Qualifications

### **Education & Professional Work Experience:**

- Education: Completed high school diploma
- Job experience: 3 years of with high school diploma; 2 years with Bachelor degree or equivalent
- Knowledge of English and/or UN working language of the duty station if not English.

### **Desirable Education/Experience:**

- Certificate and/or Licenses in Secretarial/ Business Administration/ Human Resources/ Office Management
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

### **Functional Skills:**

- \*IT-Computer Literacy;
- \*MS-Drafting, Documentation, Data Presentation;
- MS-Editing;
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures;

(Functional Skills marked with an asterisk\* are essential)

## Competency Requirements

### **Core Competencies:**

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

### **Cross-Functional Competencies:**

- Analytical Thinking
- Planning and Organizing
- Political Awareness

### **Eligibility:**

**Group 1 & 2:** Interested current staff members should consult the Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS). 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.

### **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](mailto:sommohrs@unhcr.org) by the 25<sup>th</sup> August 2020.**

The Personal History Form and its supplementary sheet are attached.

**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.

*Refugees – who cares? We Do.*