



# UNHCR JOB DESCRIPTION

## IDENTIFICATION OF POSITION

Position No: 10027455

Position Title: **Administrative Assistant**

Position Grade: **G-4**

Position Location : Washington DC, USA

## POSITION REQUIREMENTS

### ORGANIZATIONAL CONTEXT.

The Administrative Assistant will provide administrative assistance to the immediate supervisor and/or Head of the Office to ensure that routine services and activities within the administrative domain are properly implemented. Subject to the nature of the task/assignment in hand. S/he will receive regular guidance from his/her supervisor. 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 nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor.

### FUNCTIONAL STATEMENT

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.

The most typical functions may include:

1. Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
2. Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required;
3. Receive, register, route correspondence and office pouch. Maintain a follow up system
4. Draft routine correspondence, memoranda and reports. Format more complex documents by using the appropriate technology.
5. 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.
6. 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.
7. Assist the supervisor to monitor and record expenditure/disbursement of funds.
8. Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
9. May regulate and monitor routine provision of services and/or shifts from providers, as and when applicable;
10. Monitor office/compound facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.
11. Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.

## REQUIRED COMPETENCIES

- | <b>Code</b>                      | <b>Managerial Competencies</b> |
|----------------------------------|--------------------------------|
| 1. <input type="checkbox"/> M001 | Empowering and Building Trust  |
| 2. <input type="checkbox"/> M002 | Managing Performance           |
| 3. <input type="checkbox"/> M003 | Judgement and Decision Making  |
| 4. <input type="checkbox"/> M004 | Strategic Planning and Vision  |
| 5. <input type="checkbox"/> M005 | Leadership                     |
| 6. <input type="checkbox"/> M006 | Managing Resources             |

- | <b>Code</b>                                 | <b>Cross-Functional Competencies</b> |
|---|--------------------------------------|
| 1. <input checked="" type="checkbox"/> X001 | Analytical Thinking                  |
| 2. <input type="checkbox"/> X002            | Innovation and Creativity            |
| 3. <input type="checkbox"/> X003            | Technological Awareness              |
| 4. <input type="checkbox"/> X004            | Negotiation and Conflict Resolution  |
| 5. <input type="checkbox"/> X005            | Planning and Organizing              |
| 6. <input type="checkbox"/> X006            | Policy Development and Research      |
| 7. <input type="checkbox"/> X007            | Political Awareness                  |
| 8. <input type="checkbox"/> X008            | Stakeholder Management               |
| 9. <input type="checkbox"/> X009            | Change Capability and Adaptability   |

## ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field.  
Minimum 4 years (for secondary education holder) or 3 years (for secondary education and certificate/training holder) of previous job experience relevant to the function;  
Computer skills (MS office and People soft applications).  
Fluency in English and working knowledge of another relevant UN language or local language.

## DESIRABLE QUALIFICATIONS & COMPETENCIES.

Good knowledge of UNHCR Admin and financial rules, procedures and processes;  
Knowledge and working experience of MSRP (Peoplesoft);  
Prior exposure to UNHCR-refugee operations and functions relating to field office administration  
Completion of UNHCR learning programmes or specific training relevant to functions of the position.

## SUBMISSION OF APPLICATION

Interested candidates meeting the above requirements are requested to submit 1) UNHCR Personnel History Form-signed available: [www.unhcr.org/recruit/unhcr-phf.docm](http://www.unhcr.org/recruit/unhcr-phf.docm) if needed extra space, please also use Supplementary Sheet available: [www.unhcr.org/recruit/unhcr-phf-sup.docm](http://www.unhcr.org/recruit/unhcr-phf-sup.docm) along with 2) a letter of motivation by e-mail to [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org) quoting "Admin Assistant G4" in the subject line of the email. Late or incomplete application will not be accepted.

**Application deadline is Friday 27 April 2018 by close of business, 5 p.m (Washington DC time).**

**Receipt of application will not be acknowledged and only those who are short-listed will be contacted to undergo a written test and interview.**

**Please no phone calls.**