



United Nations High Commissioner for Refugees (UNHCR)

Internal/External Vacancy Announcement

Vacancy Notice No.: IVN/EVN/RSC/17/001

Title of Post	Senior Administrative Secretary	Category, Level and Duration	General Service, G5, Fixed-term appointment
Post Number	10003055	Date of Issue	5 January 2017
Location	Regional Service Centre, Nairobi	Closing Date	19 January 2017

Organizational Context:

Effective January 2016, the Regional Service Center (RSC) in Nairobi, Kenya has been established. The new entity came with several changes touching not only on the daily responsibilities and involvement of the Head of RSC in regional engagements but also in the much needed coordination and oversight on the increased UNHCR workforce based at the RSC. In addition, the RSC has become a preferred venue for UNHCR meetings and workshops with participants from all over the world. The Senior Administrative Secretary will provide both secretarial support and administrative assistance to the Executive Office of the Head of Regional Service Centre in order to strengthen the role of RSC's Executive Office in managing the new RSC entity, in organizing meetings, workshops, in liaising with regional partners and sister UN entities and to ensure a smooth workflow and correct, timely implementation of general administrative, personnel and accounting tasks. Subject to the nature of the task/assignment, he/she will work independently on routine tasks, while will follow instructions of the supervisor for more complex issues. The incumbent is also expected to have initiative and make recommendations within his/her sphere of competence. The Snr Admin Secretary will liaise with other internal or external entities to ensure effective delivery of services/out-put in the office. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards. The incumbent must be able to deal with multiple tasks in a courteous and service oriented manner with often short deadlines, and fluctuating workload. He/she is expected to demonstrate unique qualities in the area of conference management and courtesy.

Functional Statement:

The Senior Administrative Secretary is a position within the office/Division/Bureau that requires knowledge of administrative procedures as well as of the Secretarial standards of UNHCR. The nature of certain administrative/personnel functions require discretion and

confidentiality. The incumbent will function under direct supervision of the Admin Officer or the head of the Office/Bureau/Division. The most typical functions may include:

1. Arrange appointments and maintains supervisor's calendar. Receive visitors, places and screens telephone calls and answers queries with discretion; Arrange meetings, both internal and external, with various officials and interlocutors; under the direction of the supervisor, make logistic arrangements to organize seminars, workshops and training activities and maintain relevant materials and documentation. As and when requested, attend meetings and take minutes and/or notes of the proceedings;
2. Draft official correspondence, documents and reports on routine matters and/or for clearance by the supervisor;
3. Receive screen, log and route correspondence. Attach necessary background information and maintain a follow-up system;
4. Manage the official filing system in the office/Division/Bureau.
5. Clear correspondence for conformity with established protocol standards , communication procedures and accuracy of statements;
6. Monitor the receipt and issuance of Administrative office supplies; prepare requisitions of office supplies and equipment for the approval/clearance of the Supervisor and, maintains related records.
7. Assist in the preparation and administration of office budget (ABOD); Assist the supervisor to monitor and record the expenditure/disbursement of funds under ABOD;
8. Process administrative formalities for the recruitment/postings of staff, consultants, temporary assistance, interns and other support staff, as appropriate;
9. Monitor the compliance with the PAR cycle and take appropriate action/initiative to ensure timely submission of appraisal reports and of other personnel documents; maintain personnel records of the staff, including leave records, and mission plans/roster, travels etc.
10. Any other responsibilities/functions deemed necessary or as delegated by the Head of the unit/Chief of Section/Supervisor in order to meet the level of the services in the organization.

Essential Minimum Qualifications and required Professional Experience:

1. **Education:** Completion of Secondary School or its equivalent technical or commercial school with advance course work/training/Diploma (Refer below: 2 Experience) in Office Management/Personnel Administration and/or Secretarial functions. Excellent computer skills and excellent knowledge of MS office software
2. **Experience:** 4 - 5 years experience (with advanced training) or 6 - 9 years (without advanced training) in progressively responsible Secretarial functions in an office that administer/manage a large number of staff, preferably within the UN. In-depth knowledge in Administrative/Secretarial procedures, processes in the context of UNHCR offices and Field operations. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working conditions that often have short deadlines
3. **Skills:** Ability for drafting official correspondence independently, proof reading of official documents. Ability to produce high quality out put with desirable results. Good communicator and a fast learner, with strong interpersonal skills to deal with staff members of various cultural and educational backgrounds.

Strive to live up to high ethical and professional standards.

An outgoing personality with service oriented attitudes.

4. **Languages:** Excellent knowledge of English (written/oral/comprehension) and a working knowledge of another relevant UN language, preferably French.

Desirable Qualifications and Competencies:

- Experience in UNHCR field operations and secretarial/Admin functions relating to UNHCR Field offices
- Training in UNHCR specific learning activities
- Knowledge in other UN languages
- Proficiency in local language(s)

Eligibility:

Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have any questions regarding eligibility, please contact the HR Officer / Associate at RSC Nairobi.

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, P11 Form and factsheet (for internal candidates only) by E-mail stating the Position Title, Vacancy notice number and your Last Name in the subject line to: kenrhhr@unhcr.org by 19 January 2017.**

The Personal History Form (P11) is attached and also available at the following link:
http://www.unhcr.org/recruit/P11_UNHCR.doc

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