



Internal/External Vacancy Notice

Senior Administrative Assistant G-5

United Nations High Commissioner for Refugees (UNHCR)

Summary of the position:

Title of the Position: Temporary Appointment - Snr Administrative Asst

Category & Level: General Service, G5

Location: UNHCR Representation in Sofia, Bulgaria

Effective date: 01 June 2022

Duration: for a period of eight months

Closing Date: 10 May 2022

Qualifications

Essential minimum qualifications, professional experience and required competencies:

- Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

- Language Requirements:

Fluency in English and Bulgarian are required.

- Certificates and/or Licenses

Business Administration, Finance, Office Management, Human Resources or other related field.;

- Relevant Job Experience

Essential:

Not specified.

Desirable:

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

- 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)*

Organizational Context

The Senior Administrative Assistant will provide administrative support to the office where the position is located.

The Senior Administrative Assistant normally has no direct supervisory functions though it rests upon the supervisor of the post to make time specific arrangements subject to a given situation. The incumbent will always function under direct supervision of a Senior Officer often Administrative Officer, who is required to monitor the performance of the incumbent and provide regular guidance. S/he may liaise with local suppliers and/or officials and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

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.

Functional Statement

Accountability and Responsibilities:

- Assist in interpreting and processing of entitlements, issuance of contracts and maintenance of various personnel records and files.
- Attend meetings on day-to-day admin matters; administer the movement of UNHCR staff members and monitor their attendance records, leave plans, overtime and visa requirements.
- Search office files and records relating to a variety of topics for information and reference. Select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents.
- Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records.

- Assist in administrative formalities related to travel arrangements and issuance/ renewal of visas, licences, travel arrangements and other similar documents.
- Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential.
- Arrange appointments and maintain supervisor's calendar, receive visitors, place and screen telephone calls and answer queries with discretion; Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Assist the management to organise and run UNHCR Office and Residential (wherever applicable) compounds.
- Facilitate various official missions of UNHCR staff and other persons of concern to UNHCR.
- Prepare attestations and certificates required by the staff members for signature of senior officer.
- Assist in processing MIP and various other claims by UNHCR staff and other clients of UNHCR.
- Perform other related duties as required.

Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

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

Managerial Competencies:

Not specified.

Cross-Functional Competencies:

Analytical Thinking
Planning and Organizing

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

Contract and Remuneration

Temporary Appointment for a period of eight months.

Remuneration as per UNHCR Staff Rules and Regulations. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Eligibility and Applications

DIRECTIONS:

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=36283&PostingSeq=1

If you are a current employee of our organization, please use the following link instead:

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Employee&SiteId=2&JobOpeningId=36283&PostingSeq=1

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