

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 02**

Title of Post	Senior Administrative Associate	Category/grade	General Service, G7
Post Number	10003813	Type of contract	Fixed-term appointment
Location	Almaty, Kazakhstan	Date of Issue	09 September 2020
Effective date of assignment	16 October 2020	Closing Date	22 September 2020

Operational Context:

The Senior Admin Associate functions under direct supervision of the Deputy Representative, assisting him/her in personnel administration and other HR related matters of staff under area of responsibility (AOR), including the process of staffing, recruitment and appointment of staff, and in the performance management and staff welfare issues. Incumbent will have close working relationship with the staff-related services in UNHCR, such as the Personnel Administration & Payroll Section, Medical Service, Staff Welfare and Global Learning Centre.

The Senior Admin Associate is also responsible for assisting the concerned supervisor in the implementation of general administrative, finance and budget review tasks. S/he will work quite independently on regular assignments with an oversight from the supervisor, who will provide general guidance and work plans for identifying work priorities and appropriate approaches; work is controlled for meeting expected results and conformity to policy and procedures.

The incumbent directly supervises some support staff. Contacts on administrative/budgetary/HR related issues are mainly with Sections/Units/Offices within the organization both at HQ and in the Field and with local suppliers/services/partners/national authorities on routine subject matters as well as on matters of importance to the Organization.

Functional Statement:

Accountability

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.

Responsibility

- Assist the supervisor in the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Assist the supervisor in ensuring the UNHCR Office premises provide a healthy, safe and respectful working environment.
- Analyses and maintains an overview of the work of the office to ensure that timely administrative support is provided in general and specialized areas.
- Participates in the recruitment and training of General Service staff for specialized and non-specialized work and assigns General Service staff to meet work requirements.
- Reviews and evaluates work of subordinates directly or through lower-level supervisors.
- In addition to general administration responsibilities, may also supervise, directly and indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Briefs international personnel on general administrative matters, provides advice and ensures administrative support as required.
- Advises and assists senior staff in the area of office management.
- Arranges for and/or attends meetings on day-to-day administrative matters, participates in discussions of new or revised procedures and practices, interprets and assesses the impact of changes and makes recommendations for follow-up action.
- Prepares correspondence, special reports, evaluations and justifications as required on general administrative or specialized tasks that may be of a confidential nature within the assigned area of responsibility.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- 4 years relevant experience with High School Diploma or 2 years relevant work experience with Bachelor or equivalent or higher
- Computer Literacy
- Drafting, Documentation, Data Presentation;
- UN/UNHCR Administrative Rules, Regulations and Procedures.

Desirable Qualifications & Competencies:

- Certificates and/or Licenses in the fields of Business Administration, Finance, Office Management, Human Resources or other related field:
- Completion of UNHCR learning programmes or specific training relevant to functions of the position:
- Knowledge of English and/or UN working language of the duty station if not English

Required Competencies:

Core Competencies:

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

Managerial Competencies:

- Empowering and Building Trust
- Managing Performance

Cross-Functional Competencies:

- Analytical Thinking
- Planning and Organizing
- Change Capability and Adaptability

Remuneration:

A competitive compensation and benefits package are 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 **signed Personal History Form and updated factsheet (if applicable) to the following e-mail address: KAZALHR@unhcr.org clearly stating the position title, vacancy notice number and your Last Name in the subject line by the closing date.**

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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