



Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR has helped tens of millions of people restart their lives. Within its EHP recruitment programme UNHCR is now looking for:

Associate Administrative/Finance Officers

The Associate Administrative/Finance Officer assists in establishing and maintaining efficient administrative control mechanisms to ensure compliance with UNHCR and UN administrative, human resources and financial rules and procedures. The incumbent assists in the day-to-day personnel and administrative operations of the office; conducts regular checks of petty cash and cash accounts and controls and checks the monthly accounts and various administrative activities, ensuring that disbursements are in accordance with the administrative budget and UNHCR's Financial Rules.

Required competencies

- Judgement and Decision Making
- Managing Resources
- Analytical thinking
- Planning and Organizing

Education and Work Experience

- University Degree in Accounting, Finance, Public or Business Administration, Economics or related field.
- Minimum 2 years of previous relevant professional job experience.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.
- Excellent knowledge of English with working knowledge of another UN language.
- Professional qualification in accounting or finance (CPA/CIA or equivalent) desirable.
- Working experience of at least one year in an intergovernmental organization desirable.
- Good knowledge of United Nations administrative, human resources and financial rules and procedures desirable.