



Vacancy Notice

08 August 2016

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT NO: 16/HCR/KGL/VN/030

Title of Post: Senior Administrative Assistant
Post Number: 10006320
Category and Level: GL-5
Location: Kigali, Rwanda
Duration of appointment: Initially for a period of 1 year
Closing date of application: **22 August 2016**

ORGANIZATIONAL CONTEXT.

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 or Administrative/Finance 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.

FUNCTIONAL STATEMENT

- 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;
- Any other responsibilities/functions deemed necessary or as delegated by the Head of the office and/or Supervisor in order to meet the level of the services in the organization.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

- 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 5 years of 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.
- Managing Resources.
- Analytical Thinking.
- Planning and Organizing.

DESIRABLE QUALIFICATION & COMPETENCIES

- Knowledge in UNHCR Admin and financial rules, procedures and processes;
- Knowledge and working experience of MSRP (PeopleSoft);
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN or local languages.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with “**LAST name – Senior Administrative Assistant (10006320) position**” in the subject line to: RWAKIHRAPPS@unhcr.org by **22 August 2016**.

Shortlisted candidates will be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

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>