

**OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
REPRESENTATION IN JAPAN**

EXTERNAL VACANCY ANNOUNCEMENT

Position Number:	10014018
Type of Appointment:	Fixed Term Appointment
Post Title and Grade:	Clerk (G3)
Deadline for Application:	16 October 2016, Sunday 23:59 Japan time
Duty Station:	Tokyo, Japan
Starting Date:	As soon as possible
Duration:	Fixed Term Appointment (1 year), Renewal subject to availability of funds and performance
Organizational Unit:	Administration Unit

DESCRIPTION OF FUNCTIONS

UNDER THE SUPERVISION OF THE ADMIN/PROGRAMME ASSOCIATE:

1. Sorts and prioritizes all incoming correspondence, reports, etc. and directing to other responsible staff members where necessary;
2. Drafts routine correspondence based on instructions provided by the supervisor or based on background information available on office files;
3. Maintains calendar of appointments and schedules of meetings and travel for the office, performs such clerical tasks as the completion of travel authorization requests, etc.
4. Makes or answers telephone calls for the office, directing the caller the responsible officer concerned and/or taking messages or providing general information;
5. Provides general secretarial support to visiting staff members; maintains correspondence, reports and confidential files;
6. Maintains chronological file and float file for weekly circulation; ensures a sufficient quantity of office supplies is available;
7. Utilizes and maintains office equipment, word processor and other machine as requested;
8. Performs other duties as required.

QUALIFICATIONS

Education & Work Experience

Minimum Completion of Secondary Education

Two years of previous job experience relevant to the function

Other skills

Computer skills

Knowledge of/experience in Information Technology (IT) set-up and maintenance

Languages

Excellent knowledge of oral and written English and Japanese.

How to apply:

Applicants should submit the following documents in electronic format at the following email address: jpntohr@unhcr.org

- A **completed** United Nations Personal History form (**P-11**), preferably in PDF (the P-11 form can be downloaded at <http://www.unhcr.org/recruit/p11new.doc>)
- A Japanese CV, in any format
- Cover letter

Note: **Applications without a fully completed P-11 cannot be considered;**
 Applications received after the deadline or not compliant with the instructions
 will not be accepted.

Please note that **applications will not be acknowledged**. Only applicants possessing the required qualifications will be taken into consideration. **Only short listed candidates will be notified and invited to a recruitment interview/test.**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). UNHCR also encourages female candidates to apply.