



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification ⁽¹⁾: November 2009 (STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Senior Administrative/Finance Assistant**

Position Grade: **G-5**

Position Location :

Supervisor Position No., Title & Grade:

CCOG Code ⁽¹⁾ : 2.A.12

Job Code ⁽¹⁾ : 000495

Job Profile ⁽¹⁾ : 00000495

Job Function ⁽¹⁾ : ADM

(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Senior Admin/Finance Assistant will provide administrative assistance to the immediate supervisor and /or Head of the Office/Unit to ensure that routine services and activities within the administrative/finance domain are implemented.

The Senior Admin/Finance 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 functions 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, banks and/or financial institutions on routine subject matters under the direction of the supervisor.

2.2 FUNCTIONAL STATEMENT. *Focusing on the deliverables and the achievements expected from the job, describe the functions to be performed by the incumbent of the position. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions.*

1. Processes entitlements, issues of contracts and maintains various personnel records and files;
2. Assists in the recruitment of GS staff by evaluating candidate applications and conducting preliminary interviews;
3. Assists in surveys on local cost of living, local salaries, housing rental and collecting the information on the above-mentioned; Processing requests for visas, identity cards, driving licences and other personnel-related documents; Prepare travel authorization and assist in the submission of travel claims;
4. Attends meetings on day-to-day admin. matters; administers the movement of local staff members, their attendance, leave plan, overtime, etc. Assists in the preparation of inventory records of non-expendable equipment for submission to Hqs and takes care of stationary order;
5. Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
6. Assists in preparing financial vouchers and monthly accounts;
7. Selects and enters data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data;
8. Assists in preparing admin. budget submission for entire year; maintains liaison with officials of local bank to obtain day-to-day information in exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
9. Performs other duties as required.

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. Up to a maximum of six Functional Competencies can be selected.

- | <u>Code</u> | <u>Managerial Competencies</u> |
|---|--------------------------------|
| 1. <input type="checkbox"/> M001 | Empowering and Building Trust |
| 2. <input type="checkbox"/> M002 | Managing Performance |
| 3. <input type="checkbox"/> M003 | Judgement and Decision Making |
| 4. <input type="checkbox"/> M004 | Strategic Planning and Vision |
| 5. <input type="checkbox"/> M005 | Leadership |
| 6. <input checked="" type="checkbox"/> M006 | Managing Resources |

- | <u>Code</u> | <u>Cross-Functional Competencies</u> |
|---|--------------------------------------|
| 1. <input checked="" type="checkbox"/> X001 | Analytical Thinking |
| 2. <input type="checkbox"/> X002 | Innovation and Creativity |
| 3. <input type="checkbox"/> X003 | Technological Awareness |
| 4. <input type="checkbox"/> X004 | Negotiation and Conflict Resolution |
| 5. <input checked="" type="checkbox"/> X005 | Planning and Organizing |
| 6. <input type="checkbox"/> X006 | Policy Development and Research |
| 7. <input type="checkbox"/> X007 | Political Awareness |
| 8. <input type="checkbox"/> X008 | Stakeholder Management |
| 9. <input type="checkbox"/> X009 | Change Capability and Adaptability |

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

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 (as applicable in the duty station).

In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: *UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

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.