

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

INTERNAL & EXTERNAL VACANCY ANNOUNCEMENT

Position Number: 10016861

Deadline for Application: 2 June 2014, Monday 23:59 Japan time

Post Title and Grade: Senior Admin/Finance Assistant, G-5

Duty Station: Tokyo, Japan

Starting Date: 1 July 2014

Duration: Fixed Term Appointment (1 year),
Renewal subject to availability of funds and performance

Organizational Unit: UNHCR Representation in Japan

DESCRIPTION OF FUNCTIONS

UNDER THE SUPERVISION OF THE HEAD OF THE ADMINISTRATION UNIT:

1. Processes entitlements, issues of contracts and maintains various personnel records and files;
2. Assists in the recruitment of 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.

QUALIFICATIONS

Education

Minimum 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.

Work Experience

Minimum 5 years of previous relevant job experience;

Other skills

Computer skills (Microsoft Office and People Soft applications) are required.

Languages

Excellent proficiency in English and Japanese is essential.

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**.

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.