



**Internal/External Vacancy Announcement No: 18/HCR/KGL/VN/019**

Title of Post: Principal Secretary  
Post Number: 10006303  
Duty Station: Kigali, Rwanda  
Category and Level: G-6  
Duration of assignment: Initially for a period of one year  
Closing date of application: **12 June 2018**

**ORGANIZATIONAL CONTEXT**

The position of the Principal Secretary is part of the Representative's Office and will work under the direct supervision of the Representative. The incumbent will be working directly with and providing administrative and secretarial support services to the Representative and the Deputy Representative in order to ensure the smooth running of the Executive Office and its flow and management of information. This would involve direct contact with other staff members and contacts with high ranking officials, both within and outside UNHCR. The successful incumbent must possess the ability to prioritise tasks and to organise work independently based on direction from the Representative and the Deputy Representative.

**FUNCTIONAL STATEMENT**

**Accountability:**

- The Supervisor's office is efficiently managed and appropriate executive support provided to the Supervisor.
- Smooth running of the Office and its flow and management of information are ensured.
- Agenda of the Supervisor is prioritised in order to meet deadlines.

**Responsibility:**

- Arrange appointments and maintain Supervisor's calendar, receive high-ranking visitors, place and screen telephone calls and answer queries with discretion.
- Manage the flow of information to/from the Supervisor and other senior staff; identify priority matters that need to be urgently addressed by the Supervisor.
- Confer with senior managers in the operation and Heads of Sections to secure timely and authoritative information relevant to matters requiring action, facilitating decisions by or authorised approvals from the Supervisor. Ensure follow up to ensure that appropriate action is being taken by senior managers on tasks determined by the Supervisor.
- Prepare briefing materials for Supervisor for official trips or special meetings.
- Arrange meetings with high-ranking officials and official receptions given by the Supervisor.
- Ensure that high-level visitors are appropriately informed, that they receive background information as necessary, and that the necessary protocols are respected.
- Prepare informal translations.
- Receive screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Select and make pertinent abstracts and undertake searches for information.
- Draft non-substantive correspondence and ensure follow-up.
- Type correspondence, documents and reports, etc., some of which are highly confidential.
- Maintain policy, confidential and general management files.
- Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.

- Ensure timely administrative procedures (hospitality expenses, education grants, home leave etc.).
- Perform other related duties as required.

**Authority:**

- Have access to highly sensitive and confidential information.
- Prioritise tasks and organise work independently.

**ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Completion of Secondary education or equivalent technical or commercial school with extensive Secretarial training or post-secondary certificate in Business Administration, Secretarial work, Office Management or a related field .
- Minimum 6 years of previous job experience relevant to the function.
- Computer skills (MS office and People soft applications).
- Drafting and editing skills.
- Fluency in English and working knowledge of another relevant UN language or local language.
- Analytical Thinking.
- Planning and Organizing.
- Political Awareness.

**DESIRABLE QUALIFICATION & COMPETENCIES**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Good knowledge of French is desirable for this position

**SUBMISSIONS OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **12 June 2018**.

Shortlisted candidates may 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). Should you be asked for a fee or a benefit at any stage of this process, please report your concern to UNHCR's Investigation Service ([inspector@unhcr.org](mailto:inspector@unhcr.org)).

**RENUMERATION**

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>.