



## Vacancy Notice

14 October 2019

### **EXTERNAL VACANCY ANNOUNCEMENT NO: 19/HCR/KGL/VN/72**

Title of Post: **Administrative Associate**  
Post Number: TA  
Category and Level: G6  
Duty Station: Nyamata, Rwanda  
Duration of assignment: Initially up to December 2019  
Entry on Duty: Immediate  
Closing date of application: **22 October 2019**

#### **ORGANIZATIONAL SETTING AND WORK RELATIONSHIPS**

The Administrative Associate is responsible for the office management in assisting the concerned manager in the implementation of general administrative and resource management tasks.

The Administrative Associate will be supervised by Head of Office and may receive guidance from the Administrative Officer or a National Administrative Officer who defines general work objectives and provides necessary advice and guidance. The incumbent may supervise some support staff. S/he keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Headquarters; with local suppliers and/or officials and/or Implementing Partners (IPs) on subject matters which may be of importance to the Organization.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

#### **DUTIES**

- Assist the supervisor in the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Assist the supervisor in ensuring the UNHCR Office premises provide a healthy, safe and respectful working environment.
- Provide administrative support in the areas of finance, administrative and human resources as well as up to date and accurate data and records in MSRP and other systems.
- Provide interpretation of administrative rules, regulations and procedures. Perform personnel work including processing of entitlement, issuance of contracts maintenance of various personnel records and files.
- Assist in the recruitment of General Service staff for non-specialized work including evaluating candidate applications, administering recruitment exams if applicable, conducting preliminary interviews of candidates; assign General Service staff to meet work requirements.
- Collect information and assist in conduct of surveys on local cost of living, daily subsistence allowance criteria, local salaries for office and servicing staff, house rentals.
- Brief international personnel on general administrative matters relating to visas, licences, security; provide advice and ensure administrative support as required.

- Arrange for and/or attend meetings on day-to-day administrative matters, participate in discussions of new or revised procedures and practices, interpret and assess the impact of changes and make recommendations for follow-up action.
- Prepare, on own initiative, correspondence, reports, evaluations and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
- Assist in the preparation of office budgets applicable to staff and servicing costs and maintain necessary budgetary control records.
- In addition to general administration responsibilities, may also supervise directly or indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Arrange for requisition of office supplies and equipment and arrange for control of distribution and maintenance of appropriate inventory records.
- Perform other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education & Professional Work Experience**

#### **Years of Experience / Degree Level**

- 6 years relevant experience with High school diploma

#### **Certificates and/or Licenses**

- Business Administration, Finance, Office Management, Human Resources or other related fields

#### **Relevant Job Experience**

##### ***Desirable:***

- Completion of UNHCR learning programmes or specific training relevant to functions of the position

#### **Functional Skills**

- \*IT-Computer Literacy;
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures;
- UN-UN/UNHCR Financial Rules and Regulations and Procedures
- SC-UNHCR Procurement Rules and Procedures
- IT-PeopleSoft EPM/Budget

#### **Language Requirements**

- Knowledge of English, French and local language.

## **COMPETENCY REQUIREMENTS**

### **Core Competencies:**

Accountability  
 Communication  
 Organizational Awareness  
 Teamwork & Collaboration  
 Commitment to Continuous Learning  
 Client & Result Orientation

### **Managerial Competencies:**

Managing Resources

**Cross-Functional Competencies:**

Analytical Thinking

Planning and Organizing

Change Capability and Adaptability

**SUBMISSIONS OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **22 October 2019**.

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).

**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>