

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: Senior Administrative Assistant, GL-5
Contractual Status: Fixed Term Appointment for 1 year
Position № 10023900
Duty Station: Sloviansk, Ukraine

Date of Issue: 06/04/2020

Deadline for applications: 20/04/2020

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT

The Senior Administrative Assistant will provide administrative support to the office where the position is located. The Senior Administrative 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 will function under direct supervision of a Finance Associate in the Sub-Office in Sloviansk, who is required to monitor the performance of the incumbent and provide regular guidance. S/he may liaise with local suppliers and/or officials and/or Partners on routine subject matters under the direction of the supervisor. The incumbent will assist Sub-Office personnel with travel arrangements, act as bank payments preparer, facilitate conference services, maintain staff availability schedules, arrange medical examination of employees, facilitate accommodation booking, operate in UNHCR corporate software Finance and Travel modules.

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 in interpreting and processing of entitlements, issuance of contracts and maintenance of various personnel records and files.
- Attend meetings on day-to-day admin matters; administer the movement of UNHCR staff members and monitor their attendance records, leave plans, overtime and visa requirements.
- Search office files and records relating to a variety of topics for information and reference. Select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents.
- Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records.
- Assist in administrative formalities related to travel arrangements and issuance/ renewal of visas, licences, travel arrangements and other similar documents.
- Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential.
- Arrange appointments and maintain supervisor's calendar, receive visitors, place and screen telephone calls and answer queries with discretion; Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Assist the management to organise and run UNHCR Office and Residential (wherever applicable) compounds.
- Facilitate various official missions of UNHCR staff and other persons of concern to UNHCR.
- Prepare attestations and certificates required by the staff members for signature of senior officer.
- Assist in processing MIP and various other claims by UNHCR staff and other clients of UNHCR.

- Perform other related duties as required.

Competency Requirements

Core Competencies:

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to continuous learning

Client & Result Orientation

Cross-Functional Competencies:

Analytical Thinking

Planning and Organizing

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of Secondary Education.
- 5 years of previous job experience relevant to the function. Note: relevant university degree may be considered towards fulfilling the required years of experience (counted at 50% rate compared to years of work).
- IT - Computer Literacy.
- Excellent knowledge of English. Fluency in Ukrainian and Russian.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of educational course in the field of Business Administration, Finance, Office Management, or Human Resources.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of UN-UNHCR Administrative Rules, Regulations and Procedures.
- Knowledge of UN-UNHCR Financial Rules, Regulations and Procedures.

Interested applicants should forward the UN personal history form (P-11)

with a Supplementary Sheet (if applicable) in English explaining their interest in the position to the

e-mail: vacancy@unhcr.org

by indicating the post title and position number they are applying for in the subject line.

Candidates must be legally present in Ukraine at the time of application, recruitment and hire.

Download UN personal history form (P-11) [here](#)

Download Form P11 Supplementary Sheet [here](#)

Only short-listed applicants will be contacted, no late applications will be accepted.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).