



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE No. 20/INSJA/003

<b>Functional Title</b>	: Admin Assistant
<b>Unit</b>	: Protection Unit
<b>Category &amp; Level</b>	: G-4 Level / Fixed Term Appointment
<b>Position No.</b>	: 10017853
<b>Duty Station</b>	: Jakarta, Indonesia
<b>Entry on Duty</b>	: 01 July 2020
<b>Duration</b>	: Initially for one year with possibility of extension (Subject to Satisfactory Performance & Medical Fitness Report)
<b>Annual Salary</b>	: starting IDR 147.144.000 (including Medical & Pension allowances)
<b>Closing Date</b>	: 27 May 2020

### **Duties and Responsibilities**

Under the direct supervision of Senior Protection Officer, the Admin Assistant will perform the following duties in his/her area of responsibility:

- Arrange appointments/meetings both internal and external, some involving high ranking officials.
- Receive visitors, place and screen telephone calls, respond to routine requests for information and take notes at meetings as and when required.
- Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
- Receive, review, sort and distribute all incoming and outgoing correspondence, office pouch and material, highlight priority items and attach necessary background information. Maintain a follow up system.
- May be required to maintain/update confidential files.
- Draft routine correspondence, memoranda and reports. Format more complex documents by using the appropriate technology.
- Facilitate implementation of Personnel administrative formalities and processing of documents in relation to official travels, leaves and movements of staff. Support staff members with processing personnel-related documentation.
- Maintain office inventory and stocks of office supplies. Monitor the asset management track to ensure all admin procurements and disposal of UNHCR property are done and recorded accurately.
- Assist the supervisor to monitor and record expenditure/disbursement of funds.
- Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
- May regulate and monitor routine provision of services and/or shifts from providers, as and when applicable;
- Monitor office/compound facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.
- Perform other related duties as required.

## **Eligibility: Internal & External**

### **INTERNAL Candidates (Group 1/Group 2)**

Group 1: UNHCR Staff member holding Indefinite or Fixed Term Appointment (FTA) at grade and one grade below/above.

Group 2 : UNHCR Staff holding Temporary Appointment (TA) former UNHCR staff member who held indefinite/FTA (within 2 years of separation for males and 5 years for females), National UNV who currently working with UNHCR, national UNOPS and Individual Contractors who currently working with UNHCR, GS staff member holding indefinite/FTA in the same category two grades above , current UNHCR staff members in the international Professional category holding Indefinite/FTA ; UNHCR staff member in NPO category, current locally recruited female staff from other UN system holding the equivalent of an indefinite/FTA .

### **EXTERNAL Candidates (who are not in group 1 or group 2)**

#### **Qualifications/Requirements**

**Cross-Functional Competencies:** Analytical Thinking, Planning and Organizing.

**Core Competencies:** Accountability, Communication, Organizational awareness, Teamwork & Collaboration; Commitment to continuous learning, Client & Result Orientation.

**Education:** High School Diploma, or Bachelor or equivalent or higher in Business Administration, Finance, Office Management, Human Resource or other related field.

**Experience:** Minimum of 1-year relevant job experience with High School diploma. Working in a multi-cultural environment or UN is an added asset. Computer skills (MS Office, including Excel, Word, PowerPoint, Access).

**Nationality:** Citizen of Indonesia; non-citizen with Indonesian permanent residence.

**Languages:** Excellent knowledge of English and Bahasa Indonesia (written and spoken) is essential; knowledge of other UN Language is an asset.

Candidates who wish to be considered for this vacancy should send their CV, motivation letter and **signed** Personal History/P.11 form (available at <http://www.unhcr.org/id/en/job-opportunities>) to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14  
Jl. Kebon Sirih Kav. 75  
Jakarta 10340  
Or via e-mail to [INSJAHR@unhcr.org](mailto:INSJAHR@unhcr.org)**

**DEADLINE FOR APPLICATIONS: 27 May 2020**

**IMPORTANT:** Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

**Applications from all genders and persons with disabilities are encouraged to apply. Late applications will not be considered. Pre- Assessment may be required, only those short-listed will be called for the tests (Written & Interview).**

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**Jakarta, 13 May 2020**