

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**INTERNAL/EXTERNAL VACANCY NOTICE**

Title of Position: **Senior Admin Assistant**  
Position Number: 10006270  
Category & Level: General Service, G-5  
Location: Bucharest, Romania  
Effective date: 22/06/2020  
Duration: **for a period of approx. three months and a half (temporary appointment)**  
Closing Date: 11/06/2020

**ORGANIZATIONAL CONTEXT**

The Senior Admin Assistant will provide administrative and financial support to the office. The incumbent will be involved in supply related activities, coordinate tenders for goods and services required by the office for the implementation of activities. The incumbent will also be exposed to programme management and coordination of funded partnerships, as member of the Multi-Functional Team established at the level of UNHCR Romania. The incumbent will work under the direct supervision of the Senior Admin/Programme Associate, who will monitor the performance of the incumbent and provide regular guidance. S/he will liaise with local suppliers, partners and/or authorities on routine subject matters.

**FUNCTIONAL STATEMENT**

**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.

### **ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES**

- Minimum 2 years of previous job experience relevant to the function with High School Diploma or minimum 1 year of relevant work experience with Bachelor's degree or equivalent.
- Certificate and/or license in Business Administration, Office Management, Human Resources or other related field.
- Fluency in English and working knowledge of Romanian.
- IT – Computer literacy.

### **DESIRABLE QUALIFICATIONS AND COMPETENCIES**

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

### **SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) (if applicable) and CV by e-mail with “[VN/ROMBU/2020/002](#)” in the subject line to: [rombupst@unhcr.org](mailto:rombupst@unhcr.org) by **11/06/2020**.

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, colour 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>