

1. Job Type

## 2. Job Information

Title

Functional Group - Level 1  Grade

Functional Group - Level 2  Job Code

Functional Group - Level 3  CCOG Code

Functional Clearance Required

### FOR EXPERT POSITIONS ONLY

Position Number  Location

Supervisor Position Number

Supervisor's Title  Supervisor Grade

## 3. Organizational Setting and Work Relationships

The position of Senior Executive Support Assistant is located within a Division/Bureau or Office of the Representation/Head of Office. The role of this position is to provide administrative and secretarial support services to the Head of Office or immediate Supervisor, in order to ensure the smooth running of the Office and its flow and management of administrative and routinely information. This would involve direct contact with other staff members and contacts with the teams of high ranking officials, both within and outside UNHCR.

Subject to the nature of the task/assignment, the incumbent will work independently on routine tasks, while will follow instructions of the supervisor for more complex issues.

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.

## 4. Duties

- Provide secretarial and administrative support to the UNHCR Office thus it's better able to meet its objectives.
- Arrange appointments and maintains supervisor's calendar. Receive visitors; places and screens telephone calls and answers queries with discretion.
- Arrange meetings, both internal and external, some involving high-ranking officials, and take minutes and/or notes at meetings.
- Prepare informal translations and may act as interpreter.
- Draft correspondence, documents and reports, some of which are highly confidential.
- Receive, screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Draft official correspondence, documents and reports on routine matters and/or for clearance by the supervisor and ensure follow-up. Maintain filing system for electronic and hard copy documents.
- Maybe required to assist in Human Resources tasks (attendance record, travel arrangements, preparation of travel authorisation, /claims, etc.) for staff within the unit.
- Assist in the preparation of visit programmes, briefings on issues covered by the Unit, collection of documentation for briefing kits; talking points and other material for missions, meetings and visits.
- Perform other related duties as required.

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## 5. Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

For G5 - 5 years relevant experience with High school diploma

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#### Field(s) of Education

n/a

(Field(s) of Education marked with an asterisk\* are essential)

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#### Certificates and/or Licenses

*Business Administration,  
Human Resources,*

*Secretarial,  
or other related field*

*Office Management,*

(Certificates and Licenses marked with an asterisk\* are essential)

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#### Relevant Job Experience

**Essential:**  
not specified

**Desirable:**  
Completion of UNHCR learning programmes or specific training relevant to functions of the position.

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#### Functional Skills

*IT-Computer Literacy\**  
*UN-UN/UNHCR Administrative Rules, Regulations and Procedures;*  
*MS-Drafting, Documentation, Data Presentation*

(Functional Skills marked with an asterisk\* are essential)

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#### Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***  
*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***  
*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

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## 6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

### **Core Competencies:**

*Accountability*

*Communication*

*Organizational Awareness*

*Teamwork & Collaboration*

*Commitment to Continuous Learning*

*Client & Result Orientation*

### **Managerial Competencies:**

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### **Cross-Functional Competencies:**

*Analytical Thinking*

*Planning and Organizing*

*Political Awareness*

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This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.