



**UNITED NATIONS HIGH COMMISSIONER FOR REFUGES (UNHCR)
Private Sector Partnership Unit, Dubai, United Arab Emirates.**

Internal/External Vacancy Announcement

UNHCR Office in Dubai is seeking applications from qualified individuals for the following Job Opening:

Position Title: Senior Admin Assistant
Position Grade: G5
Position Number: Fixed Term
Duty Station: Dubai, United Arab Emirates
Date of Advertisement: 02 July 2020
Deadline: 16 July 2020

Applications:

The PSP operation in MENA is headed by the Chief of PSP MENA, with staff members in UAE, Saudi, Kuwait, Qatar, Egypt, Beirut and Amman. The team is rapidly expanding its operation throughout the region, covering fundraising, communications and support.

The admin/finance unit in Dubai is managing the admin, finance & HR activities including budget and expenditure for the entire operation, and having additional hands on deck during this period would better help PSP MENA achieve its support and back end objectives in regards to procurement, recruitment and other day to day functions such as travel, attendance, in order to close the year efficiently, and on time.

Senior Admin Assistant based in Dubai will provide administrative assistance to the immediate supervisor to ensure that routine services and activities within the administrative domain are properly implemented. The incumbent will work under the direct supervision of Senior Admin/ Finance Associate, who is required to monitor the performance of the incumbent and will receive regular guidance and instructions on successive steps. S/he may liaise with other internal or external entities on routine matters and on more complex subjects upon specific instructions of the supervisor. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices.

Description of Key Responsibilities:

FUNCTIONAL STATEMENT: *Focusing on the deliverables and the achievements expected from the job, describe the functions to be performed by the incumbent of the position. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions.*

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.

- 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.

Minimum Essential Qualifications Required:

- Completion of high school Diploma or secondary education with post-secondary certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field.

Desirable Competencies:

- Minimum 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher.
- Excellent computer skills and practical experience in working with Microsoft Office.
- Knowledge and working experience of MSRP (Peoplesoft)
- Prior Experience to UNHCR refugee operations and functions relating to field office administration is desirable.
- Good Planning & organizational skills.

- Communication and interpersonal skills.
- Attention to details and good Analytical Skills.
- Accountable
- Good Teamwork and collaboration skills
- Client and result Oriented
- Commitment to continuous learning
- Fluency in English.

Closing Date: 16 July 2020

How to Apply:

- Applications should send a complete UN Personal History Form through email to saurihr@unhcr.org with “Senior Admin Assistant” referenced in the subject line.
- The electronic version of a UN Personal History Form (P.11) can be downloaded from the following link (https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm), and supplementary Sheet (https://unhcr.org/recruit/UNHCR_PHF_Supplementary.docm).
- Incomplete applications and applications received after the deadline will not be considered.
- Please note that only short-listed candidates will be contacted for further consideration.