



UNHCR

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

Terms of Reference

Admin Assistant

Private Sector Partnership Unit

UNHCR, the UN Refugee Agency, is offering a full-time position within the Private Sector Partnership Unit in Dubai.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Title: Admin Assistant

Duty Station: Dubai, UAE

Contract Type: UNOPS – LICA-4 (open for nationals and candidates holding valid residency in UAE)

Advertisement closing date: 26th of September 2021

Start date: As soon as possible

Organizational context

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern.

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources for refugees from the private sector. UNHCR has developed a Private Sector Fundraising Strategy 2018-2025 which has the ambition of growing PSP into a service capable of generating \$1 Billion annually and identifies priority fundraising markets and regions.

The Administrative Assistant will provide administrative Assistance to the immediate supervisor and the Head of Office to ensure that routine services and activities within the administrative domain are properly implemented.

The incumbent receives regular guidance and instructions from the supervisor 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.

Duties and Responsibilities

Under the supervisor of the Senior Finance Associate, the main tasks of the Admin Assistant will be the following:

- Develop and maintain an accurate and up to date records management system (including classifying and coding electronic and hardcopy files).
- Draft routine correspondence, memoranda and reports by using the appropriate technology.
- Search and retrieve office files and reproduce documentation and background material for reference and action by the supervisor, as and when required.
- Receive, register, route correspondence and office pouch. Maintain a follow up system.
- Provide assistance with the administration and processing of documents in relation to travels and absence of affiliate workforce personnel'.
- 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 Senior PSP Officer.
- Provide assistance in the procurement process, starting with acquiring quotations up to and including the finalization of the whole process.
- Provide assistance in the arrangement of travel including hotel and transportation bookings.
- Monitor office facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.

- Work cooperatively with Admin Associates and the rest of the PSP MENA team to support the achievement and delivery of PSP annual work plan activities in general and admin/ finance goals and objectives in particular.
- Any other responsibilities/functions deemed necessary by the supervisor/or Senior PSP Officer in order to meet the level of the services in the organization.
- Perform other related duties as required.

Essential minimum qualifications and professional experience required

- Completion of Secondary education with certificate/training in Business Administration, Finance, Office Management, Human Resources or another related field
- Minimum 1 year's relevant experience with High School Diploma; or no work experience with Bachelor or equivalent or higher.
- Computer skills (MS office and People soft applications).
- Fluency in English and working knowledge of another relevant UN language or local language.
- In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

Desirable Competencies

- Analytical Thinking
- Good knowledge of UNHCR Admin and financial rules, procedures and processes.
- Knowledge and working experience of MSRP (Peoplesoft)
- Prior exposure to UNHCR refugee operations and functions relating to field office administration.
- Excellent organization skills.
- Excellent communication and interpersonal skills.
- Attention to details.

- ## Language

Fluency in written and spoken English language is Essential and candidate should have excellent command over Arabic language

Location

The successful candidate will be based in Dubai, UAE

To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to SAURIHR@unhcr.org indicating “Admin Assistant” in the subject of the email.

P11 forms are available on https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm
Supplementary form https://unhcr.org/recruit/UNHCR_PHF_Supplementary.docm

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.