

## UNHCR SPAIN EXTERNAL VACANCY ANNOUNCEMENT

Date of advertisement: 20/03/2017

Application deadline: 29/03/2017

This is a UNHCR standard Job Description.

### PART 2A – IDENTIFICATION OF POSITION

Position No: **10026580**

Position Title: **Administrative Assistant**

Position Grade: **General Services - 4**

Position Location: **Madrid (Spain)**

Duration: **One year Fixed-Term Appointment**

### PART 2B – POSITION REQUIREMENTS

#### 2.1 ORGANIZATIONAL CONTEXT.

The Administrative Assistant will provide administrative assistance to the immediate supervisor and/or Head of the Office to ensure that routine services and activities within the administrative domain are properly implemented. Subject to the nature of the task/assignment in hand. S/he will receive regular guidance from his/her supervisor. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor.

#### 2.2 FUNCTIONAL STATEMENT.

The Administrative Assistant is a position within an office/Division/Bureau that requires basic knowledge of administrative rules, procedures as well as operational standards of a UNHCR office. The nature of certain administrative/personnel functions require discretion and confidentiality.

The most typical functions may include:

1. Maintain hard and electronic office files and records; classify and code material relating to a variety of topics.
2. Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required.
3. Receive, register, route correspondence and office pouch. Maintain a follow up system.
4. Draft routine correspondence, memoranda and reports. Format more complex documents by using the appropriate technology.
5. 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.
6. 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.
7. Assist the supervisor to monitor and record expenditure/disbursement of funds.
8. Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
9. May regulate and monitor routine provision of services and/or shifts from providers, as and when applicable.

10. Monitor office/compound facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.
11. Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.

**2.3 REQUIRED COMPETENCIES**, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

**2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field.
- Minimum 3 years (for secondary education holder) or 4 years (for certificate/training holder) of previous job experience relevant to the function.
- 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.

**2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.**

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

**How to apply - PLEASE READ CAREFULLY:**

Please note that this vacancy is being externally advertised within the country of the duty station.

If you wish to be considered for this vacancy please submit your **signed Personal History Form (P.11)** and **Motivation Letter** in English by e-mail with the vacancy title “Administrative Assistant” in the subject line to [spamavac@unhcr.org](mailto:spamavac@unhcr.org) no later than **29/03/2017**.

Only complete applications submitted by e-mail with the required documentation attached will be considered.

E-mails without vacancy title “Administrative Assistant” in the subject line will not be considered.

No late applications will be considered.

Only applications from candidates who are short-listed will be acknowledged.

Short-listed candidates will be required to sit a written test.