



UNHCR

United Nations High Commissioner for Refugees

Haut Commissariat des Nations Unies pour les réfugiés

Vacancy Notice

Position Title: Senior Administrative Assistant
Position Grade: G5
Vacancy Number: VN-22-05
Duty Station: Tehran
Type of Contract: Temporary Appointment – Initially for 3 months

Interested applicants should directly send their Personal History Forms to email address: irntevac@unhcr.org.

For more information, visit:

UNHCR website: <https://www.unhcr.org/ir/unhcr-iran/>

UN website: <https://iran.un.org/en/jobs>

Closing date: 13 August 2022

Please make sure you will mention the Vacancy Number (VN-22-05) in the subject line of your email.

Short-listed candidates may be invited for Written Exam.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against COVID-19.

Position Requirements:

1. Organizational Setting and Work Relationships

The Senior Administrative Assistant will provide administrative support to the office where the position is located.

The Senior Administrative Assistant normally has no direct supervisory functions though it rests upon the supervisor of the post to make time specific arrangements subject to a given situation. The incumbent works under the direct supervision of Admin Associate (G6) and report to him/her, who is required to monitor the performance of the incumbent and provide regular guidance. S/he requires to liaise with local suppliers and/or officials and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

In Addition to mentioned duties in part 4, below tasks are required:

- Act as **Building Manager** and manage the purchasing of a large range of items and services required for the maintenance of the buildings.
- Acts on all the assigned service requests, distributing the work between third party service providers when required.
- Monitor regularly that all contracted service providers comply with the established terms of reference and recommend corrective actions to ensure full client satisfaction.
- Prepares and supports the organisation for all events and receptions, liaising with the requesting units to ensure all needs are looked after.
- Verifies non-PO invoices for accuracy.
- Issues requisitions and performs receipt in the UNHCR ERP system (MSRP).
- Supports the management, maintenance and control of official vehicles and handle transportation to and from a number of different locations to support any need of the organization.

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.

2. 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.

3. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

Certificates and/or Licenses

*Business Administration,
Human Resources,*

*Finance,
or other related field.;*

Office Management,

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

Relevant Job Experience

Essential

Not specified.

Desirable

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

Functional Skills

**IT-Computer Literacy*

UN-UN/UNHCR Administrative Rules, Regulations and Procedures

IT-PeopleSoft Applications

(Functional Skills marked with an asterisk are essential)*

Language Requirements

*For General Service jobs: **Knowledge of English.***

4. 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

Not specified.

Cross-Functional Competencies

Analytical Thinking

Planning and Organizing

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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.