

Título: **Asistente Principal de Administración/Programas**  
Grado: **G5**  
Tipo de contrato: Temporal  
Lugar de trabajo: Tijuana, Baja California

---

### **CONTEXTO OPERACIONAL**

La violencia y la persecución causada por la delincuencia organizada como las “maras” del norte de Centroamérica continua siendo una causa de desplazamiento forzado para miles de personas que no encuentran alternativas de protección en su país y llegan a México. Adicionalmente, la inestabilidad política de Venezuela ha provocado que cada vez más personas lleguen a México en búsqueda de asilo.

En este contexto, para garantizar la eficiente respuesta humanitaria y la coordinación en la recepción, determinación del estatuto e integración de las personas con necesidades de protección internacional, el ACNUR apoya al Gobierno Mexicano en la implementación del Capítulo México del Marco Integral Regional para la Protección y Soluciones (MIRPS), la aplicación regional del “MIRPS”. El ACNUR en México está trabajando junto a la Comisión Mexicana de Ayuda a Refugiados, órganos del poder judicial, instituciones públicas y organizaciones de la sociedad civil en el desarrollo de una política integral de asilo. Esto incluye (de manera enunciativa más no limitativa): 1) el cálculo de las necesidades presupuestarias de los municipios, estados y federación para el desarrollo e implementación de una política integral de asilo; 2) establecer un mecanismo de funcionamiento entre los diversos niveles y órdenes de gobierno; 3) diagnosticar y articular la inserción de solicitantes de asilo y refugiados reconocidos en los programas y servicios nacionales ya existentes.

En México, el ACNUR cuenta con un red de cinco oficinas localizadas en Tapachula, Chiapas; Tenosique, Tabasco; Acayucan, Veracruz; Saltillo, Coahuila, y la Representación en la Ciudad de México.

---

**COMO POSTULAR:** Enviar solicitud al correo [mexmevac@unhcr.org](mailto:mexmevac@unhcr.org) con el asunto: **APellido/Asist Princ Adm/Prog/TIJ**; junto con el formato Historia Personal (P.11) que puede encontrar en: ([www.unhcr.org/recruit/p11.zip](http://www.unhcr.org/recruit/p11.zip)), su CV y una carta de una página indicando los motivos de su postulación.

**Está vacante es exclusivamente para candidatos de nacionalidad mexicana.**

**Fecha límite para postular: 12 de diciembre de 2018.** Se espera que la persona seleccionada esté disponible en enero de 2019.

**NOTA:** Solo se contactará a las personas que hayan sido considerados relevantes para el proceso de selección.



# UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification <sup>(1)</sup>: October 2009 (STANDARD)

## PART 2A – IDENTIFICATION OF POSITION

Position Title: **Senior Administrative/Programme Assistant**

Position Grade: **G5**

Position Location : Tijuana, Baja California

## PART 2B – POSITION REQUIREMENTS

**2.1 ORGANIZATIONAL CONTEXT.** *Define the role of the position within the team, describing its leadership role, if any, external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and applicable, exercised by the incumbent.*

The Senior Admin/Programme Assistant will provide administrative/programme assistance to the immediate supervisor and /or Head of the Office/Unit to ensure that routine services and activities within the administrative/programme domain are implemented. Subject to the nature of the task/assignment in hand, s/he will receive regular guidance from his/her supervisor. S/he will maintain also close working relations with selected UNHCR implementing partners, contractors and suppliers.

**2.2 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.*

The specific functions of this position are as follows:

1. Interpretation and processing of entitlements, issuance of contracts and maintenance of various personnel records and files;
2. Assists in the recruitment of GS staff by evaluating candidate applications and conducting preliminary interviews;
3. Assists in surveys on local cost of living, local salaries, housing rental and collecting the information on the above-mentioned; Processing requests for visas, identity cards, driving licences and other personnel-related documents; Prepare travel authorization and assist in the submission of travel claims;
4. Attends meetings on day-to-day admin. matters; administers the movement of local staff members, their attendance, leave plan, overtime, etc.
5. Assists in the preparation of inventory records of non-expendable equipment for UNHCR and Implementing Partners with submission to Hqs;
6. Assists in preparing requisitions, purchase orders, financial vouchers using MSRP for both Admin and Programme Units, assists in organizing tenders and other procurement procedures according to UNHCR standards.
7. Selects and enters data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data;
8. Assists in preparing budget submissions; maintains liaison with officials of local bank to obtain day-to-day information in exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
9. Collects, registers and maintains information on project activities by reviewing reports and through first-hand sources;
10. Monitor project/programme activities by reviewing and analyzing a variety of records and reports, especially budgets and financial implementation.
11. Performs other duties as required

**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. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. Up to a maximum of six Functional Competencies can be selected.

- | <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 checked="" type="checkbox"/> X003 | Technological Awareness              |
| 4. <input type="checkbox"/> X004            | Negotiation and Conflict Resolution  |
| 5. <input checked="" 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.** Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

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 5 years 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.** Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

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