

Título: **Asistente Administrativo**
Grado: **G4**
Tipo de contrato: Temporal
Lugar de trabajo: Acayucan, Veracruz

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 con el asunto: **APELLIDO/Asist Admin/VER**; junto con el formato Historia Personal (P.11) que puede encontrar en: (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⁽¹⁾: May 2009

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position Title: **Administrative Assistant**

Position Grade: **G4**

Position Location: Acayucan, Veracruz

PART 2B – POSITION REQUIREMENTS

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

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. *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 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. 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 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. 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 4 years (for secondary education holder) or 3 years (for secondary education and 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. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- 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.