

Título: **Asistente Administrativo**
Grado: **UNOPS – LICA4**
Tipo de contrato: Temporal
Lugar de trabajo: Ciudad de México, México

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/MEX**; 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: 14 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⁾: August 2018

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position Title: **Administrative Assistant**

Position Grade: **LICA4**

Position Location : Mexico City, Mexico

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, its 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.*

Administrative Assistant is normally supervised by a more senior staff in the same functional Unit assisting him/her in administrative, personnel administration and other HR related matters, including the process of recruitment and appointment of staff, and in the performance management and welfare issues of personnel which comprise of staff and Affiliate Workforce (AWF), under area of responsibility (AOR).

The incumbent performs personnel administration tasks including recruitments, separations, contracts timely renewal among others. The Administrative Assistant may also handles finance related tasks such as; preparation of requisitions, bank detail entries in MSRP.

The incumbent keeps contact with DHRM, PAPS/Budapest, travel and visa unit, the divisional Sections/Units at HQ and Offices in the Field, and COMAR and any other Government agencies. The incumbent liaises with local internal and other external entities in obtaining residency permits, security clearances, UNLP, etc. The nature of certain administrative/personnel functions requires the maintenance of strict confidentiality and discretion.

2.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability (key results that will be achieved)

- The workforce in the AOR is well-informed of the organization's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.
- UNHCR country office receives administrative and Human Resources support to meet its current and future operational needs.

Responsibility (process and functions undertaken to achieve results)

- Assist in the recruitment, assignment and reassignment of local personnel.
- Process local personnel's contracts, entitlements and benefits in accordance with Staff Rules and established HR procedures.
- Update personnel related information in MSRP/HR module in respect of local personnel.
- Brief staff on general administrative matters relating to visas, licenses, security; provide advice and ensure administrative support as required.
- Advise staff members on their rights, obligations, benefits and entitlements, and assist them in interpreting UN/UNHCR staff rules and regulations.
- Assist in administering UNHCR medical insurance plan for locally recruited staff. Provide administrative support to personnel and dependents in case of medical evacuations.
- Prepare attestations and certificates required by the staff members for signature of senior officer.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records. Draft routine correspondence, memoranda and reports.
- Support staff members with processing personnel-related documentation.
- Liaise with relevant local authorities in administrative formalities related to issuance/renewal of visas, MFA ID cards licenses, and other similar documents.

- Administer the movement of staff members, their attendance, leave plan, overtime, etc. Apply for travel authorization and obtain security clearances, make logistic and administrative arrangements for official travel of personnel.
- Prepare requisitions and perform as technical approver for the vouchers in MSRP as necessary.
- Perform any other related duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Initiate routine correspondence on HR/Admin matters for the authorizing officer's approval.
- Access the relevant information and records of individual staff members.

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. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

<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 checked="" 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 job experience relevant to the function.
- Computer skills (MS office Word, Excel, Power Point).
- Fluency in English or UN working language of duty station if not English) and local language.

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 administrative and HR procedures and processes and exposure to provision of support services in an international organization.
- Knowledge and working experience of MSRP (PeopleSoft).
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN language.