

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES, UNHCR
VACANCY NOTICE

Position Title:	Clerk
Position N°:	10019308
Vacancy N°:	083-19
Category & Level:	General Service, G-3
Contract Type:	Fixed-Term Appointment
Location:	Medellin, Colombia
Closing Date:	15 October 2019

ORGANIZATIONAL CONTEXT

The Clerk provides clerical and administrative assistance to the immediate supervisor and/or the Office as a whole. The incumbent is normally supervised by the Admin Officer or Associate. S/he receives regular guidance and instructions from the supervisor on procedural aspects of the work. 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.

To find out more information about UNHCR, please visit our [website](#).

FUNCTIONAL STATEMENT

Accountability (*key results that will be achieved*)

- UNHCR Office has sufficient clerical support thus better able to meet its objectives.

Responsibility (*process and functions undertaken to achieve results*)

- Sort and prioritize all incoming correspondence, reports, etc. and direct to other responsible staff members where necessary.
- Draft routine correspondence based on instructions provided by the supervisor or based on background information available on office files.
- Maintain calendar of appointments and schedules of meetings and travel for the supervisor, perform such clerical tasks as the completion of travel authorization requests, stationery request forms, etc.
- Make or answer telephone calls directing the caller to the responsible officer concerned and/or taking messages or providing general information.
- Provide general clerical support to visiting staff members.
- Maintain correspondence, reports and confidential files.
- Utilize office equipment and computer as required.
- Perform other related duties as required.

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

- Access the relevant information and records which may be sensitive and confidential.
- Prioritise tasks in consultation with the supervisor.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE

- Completion of Secondary Education.
- Minimum 3 years of previous relevant work experience.
- Fluency in English (or UN working language of duty station if not English) and local language.

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Computer skills.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(PHF\)](#) and its [supplementary pages](#) (if applicable) by e-mail with “**VN-083/19 LAST NAME Name – Clerk (G3) Medellin**” in the subject line to colbovac@unhcr.org by **15 October 2019**.

Please use attached Personal History Form to apply. **Applications received in other forms will not be considered.** Contact information of previous employers must be included in the attached PHF form. If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates will be required to sit for a competency-based interview; a test may be administered. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>