



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ACNUR
Alto Comisionado de las Naciones Unidas
para los Refugiados

Multi-Country Office Argentina

Cerrito 836, 10° piso Tel.: 54 11 4815-7870
(C1010AAR) Buenos Aires Fax: 54 11 4815-4352
Argentina Email: argbu@unhcr.org

**Ref: 20/AF/355–Vacancy announcement for Executive Support Assistant, UNOPS,
Buenos Aires Argentina**

Title of Post	Executive Support Assistant	Category/grade	LICA 4
Post Number	N/A	Type of contract	LICA UNOPS
Location	Buenos Aires, Argentina	Date of Issue	19 October 2020
Effective date of assignment and duration	1 January 2021 – 12 months contract	Closing Date	26 October 2020

Operational Context

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions of people restart their lives. The UNHCR Multi Country Office for Southern Latin America is located in Buenos Aires, Argentina from where it covers 5 countries: Argentina, Bolivia, Chile, Paraguay and Uruguay.

Organizational Context

The position of Executive Support Assistant is located within the Office of the Regional Representation. The role of this position is to provide administrative and secretarial support services to the Regional Representative, in order to ensure the smooth running of the Office and its flow and management of administrative and routine information. This would involve direct contact with other staff members and contacts with the teams of high-ranking officials, both within and outside UNHCR. It is supervised by the Executive Support Associate. Subject to the nature of the task/assignment, the incumbent will work independently on routine tasks, while following instructions of the supervisor for more complex issues.

Duties

- Provide secretarial and administrative support to the UNHCR Office thus rendering it better able to meet its objectives.
- Assist the supervisor in the arrangements of appointments and maintaining the Regional Representative's calendar. Receive visitors; places and screens telephone calls and answers queries with discretion.
- Provide support on the arrangements of meetings, both internal and external, and take minutes and/or notes at meetings.
- Draft correspondence, documents and reports.

- Receive, screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Draft official correspondence, documents and reports on routine matters and/or for clearance by the supervisor and ensure follow-up. Maintain filing system for electronic and hard copy documents.
- Maybe required to assist in travel arrangements, preparation of travel authorisation, /claims, etc.) for staff within the unit.
- Assist in the preparation of visit programmes, briefings on issues covered by the Unit, collection of documentation for briefing kits; talking points and other material for missions, meetings and visits.
- Perform other related duties as required.

Essential minimum qualifications and professional experience required:

- Education and job experience: 2 years of relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
- Language: English working knowledge
- Nationality: Argentinian or Temporary or Permanent Labour VISA with residence in Argentina.

Desirable

- Education in Business Administration, Secretarial, Office Management, Human Resources, or other related field
- 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;
- MS-Drafting, Documentation, Data Presentation

Submission of Applications:

- ✓ Candidates shall submit their application via e-mail to argbuadm@unhcr.org. Kindly indicate: “ **LICA 4 Executive Support Assistant** “ in the subject line when applying by email including the following documents in PDF format:
 - Letter of Interest
 - Copy of relevant academic certificates
 - Updated United Nations Personal History Form (PHF) duly signed and its supplementary pages (if applicable). Download by clicking on the following link: <http://www.unhcr.org/recruit/pl1new.doc> & <https://www.unhcr.org/recruit/unhcr-phf-sup.docm>
- ✓ **No late applications will be accepted. Only shortlisted candidates will be contacted.** Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).
- ✓ UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.