



Oficina de ACNUR en Lima, Perú

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Lima, Perú

Lima, 3 April 2019

**Ref: 19/LIM/007- Vacancy announcement for UNHCR Lima, Peru**

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Post Title	Administrative/Finance Assistant
Post Level	UNOPS LICA 4
Duty Station	Arequipa Peru
Closing Date	17 April 2019 (inclusive)
Type of contract	Six months on UNOPS Contract from 2 May 2019

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**Background:**

The United Nations High Commissioner for Refugees-UNHCR was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate 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.

More than 600.000 Venezuelans have arrived in Peru. The vast majority are entering by land through the Ecuadorian border. Over 155.000 had applied for refugee status by December 2018. In order to attend this emergency, UNHCR is scaling up its presence in the country and has set up a national office in Lima and two other field offices in Tumbes and Tacna.

UNHCR is responding to the influx directly and through the support of the Government of Peru. It works with authorities, communities, other UN agencies, NGOs and civil society to strengthen protection responses.

UNHCR is providing direct technical and material assistance to the Special Commission for Refugees in order to deal with the asylum backlog, to strengthen registration procedures and access to refugee status determination procedures. UNHCR and its partners are supporting Venezuelans and host communities by implementing a multi-sectoral activities in terms of information gathering and analysis (including age and gender disaggregation), identification and referral of those most vulnerable (including women and children at risk), reception, protection and documentation, shelter, access to primary health care, to education, material assistance and other key assistance through cash based interventions. UNHCR has scaled up its protection monitoring capacities at the border and in urban settings to enhance the identification of individuals with protection or other specific needs, including those of

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children at risk, SGBV survivors and LGBTI, as well as the referral mechanisms to essential services.

Coordination of the response to Venezuelan populations is being undertaken with IOM (International Organization for Migrations) in accordance with the decision of the UN Secretary General. In the mark of this joint leadership/coordination, UNHCR and IOM Peru have set-up a regional coordination platform and a local inter-agency working group on refugees and migrants called GTRM (*Grupo de Trabajo sobre Refugiados y Migrantes*) aiming to support the government response.

#### **Organizational Context:**

The Admin/Finance Assistant provides clerical assistance to the immediate supervisor and/or Head of the Office to ensure that routine services and activities within the admin/finance domain are properly implemented. Subject to the nature of the task/assignment in hand, he/she 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.

#### **Responsibilities:**

1. Assists in maintenance of financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
2. Prepares recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons;
3. Prepares detailed cost estimates and participates in budget analysis and projections as required;
4. Assists in processing of entitlements, issuance of contracts and maintenance of various personnel records and files;
5. Prepares correspondence and reports, as required, on general administrative and financial tasks.
6. Assists in the preparation of office budgets applicable to staff and servicing costs and maintains budgetary control records.
7. Assists in requisitions of office supplies and equipment locally and abroad and arranges for control of distribution and maintenance of appropriate inventory records;
8. Performs other duties as required.

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**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- 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 3 years of job experience relevant to the function.
- Computer skills (MS office and People Soft applications).
- Fluency in Spanish and working knowledge of English language (as applicable in the duty station).
- In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.

**DESIRABLE QUALIFICATIONS & COMPETENCIES**


- Knowledge in UNHCR admin and financial rules, procedures and processes;
- 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 or local languages.

**Submission of Applications:**

Non-UNHCR staff members shall submit their application, in Spanish or English language, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11 – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>). All documents must be in PDF format. File name should include the candidate's last name.

**All candidates** should submit their application via e-mail to [admin.peru@unhcr.org](mailto:admin.peru@unhcr.org). Kindly indicate: **“Admin/FinanceAssistantArequipa-April2019”** in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.
- Please no phone calls. All queries should be done by e-mail.

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