



**United Nations High Commissioner for Refugees (UNHCR)**

**Internal / External Vacancy Announcement**

**Vacancy Notice No. 19/LIM/028**

<b>Title of Post</b>	Principal Secretary	<b>Category/Grade</b>	G6
<b>Post Number</b>	100311110	<b>Reporting Date</b>	Immediately
<b>Type of Contract</b>	Fix Term Appointment (Initial contract – 1 year)	<b>Date of Issue</b>	10 June 2019
<b>Location</b>	Lima, Peru	<b>Closing Date</b>	23 June 2019

**Organizational Context** (role of the position within the team, describing its leadership roles, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent:

The position of Principal Secretary is located within a Division/Bureau at Headquarters or Office of the Representation/Head of Office in the field. The role of this position is to provide administrative and secretarial support services to the Head of Office or immediate Supervisor, in order to ensure the smooth running of the Office and its flow and management of information. This would involve direct contact with other staff members and contacts with high ranking officials, both within and outside UNHCR. The post requires the ability to prioritise tasks and to organise work independently based on direction from the Supervisor.

**Accountability** (key results that will be achieved)

- The Supervisor's office is efficiently managed and appropriate executive support provided to the Supervisor.
- Smooth running of the Office and its flow and management of information are ensured. Agenda of the Supervisor is prioritised in order to meet deadlines.

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

- Arrange appointments and maintain Supervisor's calendar, receive high-ranking visitors, place and screen telephone calls and answer queries with discretion.
- Manage the flow of information to/from the Supervisor and other senior staff; identify priority matters that need to be urgently addressed by the Supervisor.
- Confer with senior managers in the operation and Heads of Sections to secure timely and authoritative information relevant to matters requiring action, facilitating decisions by or authorised approvals from the Supervisor. Ensure follow up to ensure that appropriate action is being taken by senior managers on tasks determined by the Supervisor.
- Prepare briefing materials for Supervisor for official trips or special meetings.
- Arrange meetings with high-ranking officials and official receptions given by the Supervisor.

- Ensure that high-level visitors are appropriately informed, that they receive background information as necessary, and that the necessary protocols are respected.
- Prepare informal translations.
- Receive screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Select and make pertinent abstracts and undertake searches for information.
- Draft non-substantive correspondence and ensure follow-up.
- Type correspondence, documents and reports, etc., some of which are highly confidential.
- Maintain policy, confidential and general management files.
- Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Ensure timely administrative procedures (hospitality expenses, education grants, home leave etc.).
- Perform other related duties as required.

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

- Have access to highly sensitive and confidential information.
- Prioritise tasks and organise work independently.

Candidates may also be tested on **relevant** cross-functional competencies. Examples are listed below:

Cross-Functional Competencies:

- Planning and Organizing
- Analytical Thinking
- Political Awareness

Essential Minimum Qualifications and Experience

- Completion of Secondary education or equivalent technical or commercial school with extensive Secretarial training or post-secondary certificate in Business Administration, Secretarial work, Office Management or a related field .
- Minimum 6 years of previous job experience relevant to the function.
- Computer skills (MS office and People soft applications).
- Drafting and editing skills.
- Good knowledge of English and local language.

Desirable Qualifications & Competencies

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN language.

Submission of Applications

**This vacancy is open for qualified Peruvians only.** Female candidates are encouraged to apply

## **IMPORTANT**

Candidates who wish to be considered for this position should send 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.

**Written test may be administered.**

**All candidates** should submit their application via e-mail to [admin.peru@unhcr.org](mailto:admin.peru@unhcr.org).

Please quote the following Reference in the subject line and in your motivation letter: **Principal Secretary\_Lima\_10031110**

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.

