



UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY NOTICE
TEMPORARY ASSISTANCE

Position Title	Senior Administrative Assistant
Vacancy N°:	105/19
Category & Level:	General Service, G-5
Contract Type:	Temporary Appointment
Location:	Bogotá - Colombia
Effective Date:	At the soonest
Closing date:	27 Agosto 2019

ORGANIZATIONAL CONTEXT & WORK RELATIONSHIPS

The Senior Administrative Assistant will provide administrative support to the office where the position is located. The Senior Administrative Assistant normally has no direct supervisory functions though it rests upon the supervisor of the post to make time specific arrangements subject to a given situation. The incumbent will always function under direct supervision of the Venezuela Regional Coordination Office, who is required to monitor the performance of the incumbent and provide regular guidance. S/he may liaise with travels agents, local suppliers and/or officials and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

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

FUNCTIONAL STATEMENT

Duties

- Assist in administrative formalities related to travel arrangements and issuance/ renewal of visas, licences, travel bookings and other similar travel requisites.
- Provide administrative support to the ongoing preparations of the Regional Meeting of the Quito Process in Bogota, including administration of budget support allocated for the regional meeting.
- Attend meetings on administrative matters; support in the induction and administration of UNHCR staff members and external actors that may be involved in the Quito Process.
- Assist in interpreting and processing of entitlements, issuance of contracts and maintenance of various personnel records and files.
- Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records.
- Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential.
- Arrange appointments and maintain supervisor's calendar, receive visitors, place and screen telephone calls and answer queries with discretion; Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.

- Assist the management to organise and run UNHCR Office premises.
- Facilitate various official missions of UNHCR staff and other persons of concern.
- Prepare attestations and certificates required by the staff members for signature of senior officer.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS & COMPETENCIES

- Business Administration, Finance, Office Management, Human Resources or other related field;
- 4 years relevant experience with High school diploma plus Advanced Training/Certificate;
- Knowledge of English and Spanish;
- IT-Computer Literacy.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of UNHCR learning programmes or specific training relevant to functions of the position;
- UNHCR Administrative Rules, Regulations and Procedures;
- UNHCR Financial Rules and Regulations and Procedures;
- Knowledge of additional UN languages;
- IT-PeopleSoft Applications.

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 “**105-19 LASTNAME Name – Senior Administrative Assistant, G5 - Bogotá**” in the subject line to colbovac@unhcr.org by **27 August 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 may be required to sit for a test and a competency based interview. 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, colour 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>