



**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**VACANCY NOTICE**

Position Title	Administrative / Programme Assistant
Position N°	10011527
Vacancy N°:	147-19
Category & Level:	General Service, G-4
Contract Type:	Fixed-Term Appointment
Location:	Quibdó – Colombia
Closing date:	17 October 2019

**ORGANIZATIONAL CONTEXT**

The Administrative / Programme Assistant will provide clerical assistance to the immediate supervisor and/or Head of the Office to ensure that routine services and activities within the administrative and programming domain are properly implemented. S/he 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 incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor.

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

**FUNCTIONAL STATEMENT**

1. Draft periodic and ad-hoc reports on Programme and project activities;
2. Assist the office in monitoring data on Programme activities by reviewing progress reports, budgets, and expenditures;
3. Keeps attendance records;
4. Makes travel and hotel reservations, prepares travel authorizations and settles travel claims;
5. Updates and transmits inventory records of non-expendable property and ensures that office equipment is in good working condition;
6. Monitors current obligations and future programme and/or budgetary implications;
7. Requests security clearances for staff going on missions;
8. Performs other duties as required.

**ESSENTIAL MINIMUM QUALIFICATIONS**

- 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 previous job experience relevant to the function;
- Computer skills (MS office).
- Fluency in English and working knowledge of another relevant UN language or local language.
- In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

**DESIRABLE QUALIFICATIONS AND COMPETENCIES**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR admin and financial rules, procedures and processes;
- Knowledge and working experience of MSRP (Peoplesoft);
- Prior exposure to UNHCR refugee operations and functions relating to field office administration and programme activities.
- Computer skills (MS Office, PeopleSoft).

### **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 “**147-19 LASTNAME, Name – Administrative / Programme Assistant, G4 Quibdó**” in the subject line to [colbovac@unhcr.org](mailto:colbovac@unhcr.org) by **17 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 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>