

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**INTERNAL / EXTERNAL VACANCY NOTICE - TEMPORARY APPOINTMENT**

Type of Contract: **Temporary Appointment**  
Title of Position: **Senior Administrative Associate**  
Position Number: **10010998**  
Category & Level: **General Service, G7**  
**UNHCR Quito, Ecuador**  
Effective date: **01 May 2020**  
Duration: **one year**  
Closing Date: **08 April 2020**

**OPERATIONAL CONTEXT**

UNHCR operation in Ecuador is fundamentally driven to deliver protection and solutions to a variety of persons of UNHCR's concern such as asylum-seekers, refugees, and stateless in partnership and close collaboration with national authorities as well as non-governmental organizations and communities. Particular attention and specific multi-faceted protection and assistance is often provided within short timeframes and at times little resources in demanding operational environment. The wide palette of activities is principally coordinated from the national office in Quito as well as the field offices, including Quito (Solanda), Esmeraldas, Guayaquil, Ibarra, Tulcán and Lago Agrio.

Ecuador is a destination and transit country for persons in need of international protection. Over the past two decades, Ecuador has been hosting more than 68,000 recognized refugees (mainly Colombians) and has become a main destination and transit country for Venezuelan refugees and migrants. Ecuador receives the second largest number of Venezuelans after Colombia. Over 2.2 million have arrived in Ecuador since 2016. In 2019 Venezuelans have been arriving in Ecuador at an average of 1,950 people per day, almost all through the border crossings with Colombia. While 80% of Venezuelans arriving in Ecuador are in transit to third countries, official estimates are that more than 385,000 are residing in Ecuador.

Therefore, UNHCR seeks to recruit persons devoted to the purposes of the Office of the High Commissioner for Refugees who have commitment to humanitarian principles and functionally relevant work experience with different stakeholders.

The ideal candidate should be proactive, resourceful and results-driven, with a strong client service perspective, focused on providing support to other stakeholders inside and outside the operation while keeping an eye on compliance with UNHCR's rules and regulations. Flexibility and adaptability are required, i.e. analysing, adapting to, and working effectively in a variety of situations, often under demanding conditions, and coping with the unforeseen or unexpected. Team spirit as well as a result-oriented performance are also a must. The candidates should have a working level command of the English language, especially written, and good communication skills, tact and diplomacy. Demonstrated strong analytical skills and proven advanced knowledge of worksheets such as Excel are required. A good knowledge of MSRP would be an advantage.

**ORGANIZATIONAL CONTEXT**

The Senior Administrative Associate is responsible for assisting the concerned manager in the implementation of general administrative and resource management tasks. The incumbent will work quite independently on regular assignments with an oversight from the supervisor, who will provide general guidance and work plans for identifying work priorities and appropriate approaches; work is controlled for meeting expected results and conformity to policy and procedures. S/he is normally supervised by a (Senior) Administrative Officer or a National Administrative Officer.

The incumbent may directly supervise some support staff. Contacts on administrative related issues are mainly with Sections/Units/Offices within the organization both at HQ and in the Field and with local

suppliers/services/partners/national authorities on routine subject matters as well as on matters of importance to the Organization.

### **FUNCTIONAL STATEMENT**

- Assist the supervisor in the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Assist the supervisor in ensuring the UNHCR Office premises provide a healthy, safe and respectful working environment.
- Analyses and maintains an overview of the work of the office to ensure that timely administrative support is provided in general and specialized areas.
- Participates in the recruitment and training of General Service staff for specialized and non-specialized work and assigns General Service staff to meet work requirements.
- Reviews and evaluates work of subordinates directly or through lower-level supervisors.
- In addition to general administration responsibilities, may also supervise, directly and indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Briefs international personnel on general administrative matters, provides advice and ensures administrative support as required.
- Advises and assists senior staff in the area of office management.
- Arranges for and/or attends meetings on day-to-day administrative matters, participates in discussions of new or revised procedures and practices, interprets and assesses the impact of changes and makes recommendations for follow-up action.
- Prepares correspondence, special reports, evaluations and justifications as required on general administrative or specialized tasks that may be of a confidential nature within the assigned area of responsibility.
- Perform other related duties as required.

### **ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES**

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Finance, Office Management, Human Resources or another related field.
- Minimum 7 years of previous job experience relevant to the function.
- Knowledge of English and UN working language of the duty station if not English and local language.

### **DESIRABLE QUALIFICATIONS AND COMPETENCIES**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

### **FUNCTIONAL SKILLS**

IT-Computer Literacy\* (essential)

MS-Drafting, Documentation, Data Presentation\* (essential)

UN-UN/UNHCR Administrative Rules, Regulations and Procedures\* (essential)

UN-UN/UNHCR Financial Rules and Regulations and Procedures

SC-UNHCR Procurement Rules and Procedures

IT-PeopleSoft EPM/Budget

### **COMPETENCY REQUIREMENTS**

#### **Core Competencies:**

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

**Managerial Competencies:**

Empowering and Building Trust  
Managing Performance

**Cross-Functional Competencies:**

Analytical Thinking  
Planning and Organizing  
Change Capability and Adaptability

**ELIGIBILITY**

External candidates must be legally present in Ecuador at the time of application, recruitment and hire.

**SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your **signed Personal History Form (PHF)** and its supplementary pages, by e-mail with “**LAST name – VN-10-20 Snr Administrative Associate G7 UIO**” in the subject line to: **ECUQUHR@unhcr.org** by **08 April 2020**.

**NOTE**

Shortlisted candidates may be required to sit for a test. 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 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>