UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification [(1)]: November 2009 **(STANDARD)**

PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Administrative/Finance Assistant** Position Grade: **G-4**

Position Location :

Supervisor Position No., Title & Grade: CCOG Code [(1)] : 2.A.12

Job Code [(1)] : 000017 Job Profile [(1)] : 00000017 Job Function [(1)] : ADM/FIN

(1) *To be completed by PCU*

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

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.

The Admin/Finance Assistant will also be responsible to:
Provide administrative assistance in the management of matters pertaining to the overall running of the office, including review incoming correspondence, emails, administrative routine correspondence, prepare the necessary draft letters.

Keep and update the office agenda, maintain travel and work schedules, including preparing and booking of travel arrangements; Provide support in meetings, conferences, workshops and events with stakeholders, including preparation of the agenda, required documents, logistics, hospitality, etc; Keep contact directories updated, including international organisations, embassies, government officials etc;

The Admin/Finance assistant should have a valid driving licence.

Knowledge of the Maltese language is a strong asset.

Short-listed candidates will undertake written and oral tests as part of the selection process.

2.2 FUNCTIONAL STATEMENT. *Focusing on the deliverables and the achievements expected from the job, describe the functions to be performed by the incumbent of the position. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions.*

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.

2.3 REQUIRED COMPETENCIES, *which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. Up to a maximum of six Functional Competencies can be selected.*

	Code	Managerial Competencies
1.	☐ M001	Empowering and Building Trust
2.	☐ M002	Managing Performance
3.	☐ M003	Judgement and Decision Making
4.	☐ M004	Strategic Planning and Vision
5.	☐ M005	Leadership
6.	☐ M006	Managing Resources

	Code	Cross-Functional Competencies
1.	☒ X001	Analytical Thinking
2.	☐ X002	Innovation and Creativity
3.	☐ X003	Technological Awareness
4.	☐ X004	Negotiation and Conflict Resolution
5.	☒ X005	Planning and Organizing
6.	☐ X006	Policy Development and Research
7.	☐ X007	Political Awareness
8.	☐ X008	Stakeholder Management
9.	☐ X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

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 English and working knowledge of another relevant UN language or local language (as applicable in the duty station).
In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

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.