TERMS OF REFERENCE

Administrative Assistant, CMU Copenhagen

Position Title: Administrative Assistant
Contract/Level: UNOPS Local– Equivalent of G4 Level
Category: UNOPS
Section/Unit: Centre Management Unit (CMU)
Duty Station: Copenhagen, Denmark
Duration: 16/05/2016- 31/12/2016 with no extension under this type of contract
Closing Date: 04/05/2016

Background Information:

The successful candidate will be based in the UN City Copenhagen and work for UNHCR Copenhagen Global Service Centre/Centre Management Unit (CMU), that provides Human Resources, Administration and Finance services to all of UNHCR’s Copenhagen represented Divisions/Sections such as: DER, DPSM, DIP and any other Divisions that may be represented in future.

Duties and Responsibilities:

The Administrative Assistant will provide administrative assistance to the immediate supervisor and the Head of the Unit to ensure that routine services and activities within the administrative domain are properly implemented. Daily tasks may include:

- Responsible for the management (physical verification, distribution and electronic inventory) of all assets, STI’s and consumables tracking and updating in MSRP and offline as appropriate;
- Responsible for office supplies management, including the PI visibility material and liaison with UNCITY shop;
- Responsible for minor procurement activities, including liaison with Procurement Service Budapest on relevant issues and follow up as required or requested by the supervisor;
- Receive, register, route correspondence and office pouch and mail;
- Responsible for maintaining a phone master file, including the private phone call recovery sheet, following up on outstanding recoveries, liaising with the phone service provider and generating the itemized phone bill as requested;
- Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required;
- Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
- May regulate and monitor routine provision of services and/or shifts from providers, as and when applicable;
- Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.
Essential Minimum Qualifications and Professional Experience Required:

Education

- 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.

Work Experience

- Minimum 3 years (for secondary education holder) or 4 years (for certificate/training holder) of previous job experience relevant to the function

Key Competencies

Required:

- 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.

Desired:

- Good knowledge of UNHCR Admin and financial rules, procedures and processes;
- Prior exposure to UNHCR refugee operations and functions relating to field office administration
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Location:

The selected candidate will work in UN City, Marmorvej 51, 2100 Copenhagen.

Applications:

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to DENCODERHR@unhcr.org indicating “Administrative Assistant (UNOPS)” in the subject of the email.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

Closing date for receipt of applications: Wednesday 4th May 2016