

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Senior Administrative Officer is part of the Senior Management of an office. The incumbent is responsible for the implementation of general administrative and resource management tasks as delegated by the supervisor. S/he will work 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.

The Senior Administrative Officer will establish and maintain efficient administrative control mechanisms to ensure compliance with UN administrative, financial and human resources rules and procedures. Contacts on administrative/budgetary related issues are mainly with Sections/Units/Offices within the organization both at HQ and in the Field and with local suppliers/services to ensure provision of services and resolution of difficult problems.

The incumbent will maintain frequent external contacts with counterparts in other organizations or at working level in national Governments on issues of importance to Organization's programmes. S/he acts as adviser or representative of the Organization with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority.

The incumbent may directly supervise professional and general service staff, either local or international.

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.

4. Duties

- Ensure the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Manage the day-to-day personnel and administrative operations of the Office.
- Ensure that the working environment is healthy and respectful, and free from hazard or security risks.
- In coordination with Human Resources and Field Security, undertake periodic reviews to ensure that the Office premises are set up and staff accommodation are managed in line with the organizational policies and any related issues are brought to the attention of DHR.

- Undertake missions to field locations to review administrative arrangements and make appropriate recommendations as required.
- Formulate and implement staff safety and security measures, in consultation with the Head of Office and Field Security Officers (FSOs). Ensure MOSS/MORSS compliance in consultation with FSOs.
- Bring issues to the attention of senior management relating to compliance with UNHCR standards of work-life balance, security (including MOSS/MORSS), health, well-being and living conditions of staff, and resource allocation.
- Allocate office space.
- Liaise with Government and other external actors in providing vital supportive services (i.e. processing of visas; tax exemptions, etc.).
- Attend inter-agency meetings with other UN agencies with specific focus on general administration, staff safety and human resources issues (i.e. common services).
- In the absence of an HR Officer, prepare recruitment, appointments and administrative formalities concerning local staff
- Serve in an advisory capacity in counselling staff members.
- Review and approve the settlement of employee entitlements including DSA, local salaries and the Medical Insurance Plan (MIP).
- Advise on matters pertaining to administrative and staffing requirements in the Division/Bureau/Office.
- In cooperation with HR, endorse staffing management strategies, and ensure local compliance with UNHCR's workplace standards.
- Issue and extend contracts for locally recruited staff.
- Coordinate training and capacity-building activities to staff in administrative related areas.
- Provide guidance and support on UNHCR's internal control framework, financial rules, policies and procedures.
- Prepare the ABOD for the Office, and monitor the budgetary execution of it.
- Control and check the monthly accounts and various administrative activities.
- Ensure that appropriate internal controls are in place.
- In cooperation with Supply, prepare a procurement plan, initiate and coordinate local procurement for the smooth running of the Office.
- Manage contracts and relations with suppliers.
- Recommend local service providers (e.g. building security guards and cleaning companies).
- Award, issue and terminate (local) contracts and frame agreements in accordance with delegated authorities and UNHCR regulations, rules and procedures.
- Serve as a member of the Local Contracts Committee (LCC) in accordance with delegated authorities.
- Participate in the physical verification of UNHCR property plant and equipment.
- Enforce compliance with UNHCR's financial and administrative rules, policies and instructions.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P4/NOD - 9 years relevant experience with Undergraduate degree; or 8 years relevant experience with Graduate degree; or 7 years relevant experience with Doctorate degree

Field(s) of Education

Accounting; Public or Business Administration; Economics; or other relevant field.

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

UNHCR Management Learning Programme

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Minimum 5 years of relevant work experience in an International Organization (United Nations or similar). Good understanding and/or experience of financial and HR modules of a major Enterprise Resource Planning system (such as PeopleSoft, SAP or Oracle). Excellent communication and negotiation skills. Experience of managing people in a multinational/multicultural environments.

Desirable

Completion of relevant UNHCR Management learning programme. Experience in procurement in an International Organization. Accounting qualification from an internationally recognized Institute of Accounting.

Functional Skills

AD-Administration

DV-Vehicle Management

FI-Funds Monitoring/Identifying cash flow problems

GB-Building Management

IT-Computer Literacy

MG-Negotiation

MS-Drafting, Documentation, Data Presentation

RM-Resource Management

SC-Inventory

UN-UN/UNHCR Administrative Rules, Regulations and Procedures

UN-UNHCR Financial Rules and Regulations and Procedures

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies:

Managing Performance

Judgement and Decision Making

Leadership

Managing Resources

Cross-Functional Competencies:

Stakeholder Management

Analytical Thinking

Planning and Organizing

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.