

INTERNAL and EXTERNAL VACANCY NOTICE

POST NUMBER	POST TITLE	LEVEL
#100033901	Senior Administrative Assistant	G5

The above vacancy is announced in the National Office of the United Nations High Commissioner for Refugees (UNHCR) in Nur-Sultan, Kazakhstan.

UNHCR is committed to providing a trusted, respectful and inclusive environment where the people we serve and those who work for the organization feel safe, heard, equipped and empowered to speak up for themselves. UNHCR is also committed to responding and preventing sexual exploitation and abuse as well as sexual harassment.

CONTEXT:

The Senior Administrative Assistant will provide administrative support to the office in Nur-Sultan. The Senior Administrative Assistant may have delegated supervisory functions in regard to office drivers. The incumbent is supervised by the Head of Office who defines general work objectives, provides daily tasks, and is required to monitor the performance of the incumbent and ensure regular guidance. The incumbent may liaise with local suppliers and/or officials and/or Partners on routine subject matters under the direction of the supervisor. S/he will assist Field Office personnel with travel arrangements, facilitate conference events, maintain staff availability schedules, arrange medical examination of employees, facilitate accommodation booking, operate in UNHCR corporate software Finance and Travel modules.

DUTIES AND RESPONSIBILITIES:

Under the supervision of Associate Program Officer/Head of Office, the incumbent will, among other things, perform the following duties:

- Assist in interpreting and processing of entitlements, issuance of contracts and maintenance of various personnel records and files.
- Attend meetings on day-to-day admin matters; administer the movement of UNHCR staff members and monitor their attendance records, leave plans, overtime and visa requirements.
- Search office files and records relating to a variety of topics for information and reference. Select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents.
- Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records.
- Assist in administrative formalities related to travel arrangements and issuance/ renewal of visas, licences, travel arrangements and other similar documents.
- Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential.
- Arrange appointments and maintain supervisor's calendar, receive visitors, place and screen telephone calls and answer queries with discretion; Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Assist the management to organise and run UNHCR Office and Residential (wherever applicable) compounds.
- Facilitate various official missions of UNHCR staff and other persons of concern to UNHCR.
- Prepare attestations and certificates required by the staff members for signature of senior officer.
- Assist in processing MIP and various other claims by UNHCR staff and other clients of UNHCR.

Perform other related duties as required

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Completion of secondary education with post-secondary certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field
- Minimum 2 years of previous relevant job experience;
- Fluency in English, Russian

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Good computer skills;

- Completion of UNHCR learning programmes or specific training relevant to functions of the position (*Desirable*)
- UN/UNHCR Administrative and Financial Rules, Regulations and Procedures (*Desirable*)
- IT-PeopleSoft Applications (*Desirable*)
- Working knowledge of Kazakh language.

Please kindly note that ONLY shortlisted applicants will be invited for the interview

APPLICATIONS:

Closing date is 11 November 2020, 18:00 (Almaty time) the latest. Applications should be accompanied by duly completed UNHCR Personal History Form (PHF) and be sent to the e-mail address: KAZALHR@unhcr.org

Subject line should precisely indicate: VACANCY ANNOUNCEMENT FOR THE POSITION OF Snr ADMIN ASSISTANT, UNHCR KAZAKHSTAN.

UNHCR MCO Almaty, Kazakhstan, 27 October 2020