

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
TEMPORARY APPOINTMENT

Title of Position: Senior Admin & Communication Associate
Position Number: Temporary Assistance
Category & Level: General Service, G-7
Location: Global Learning and Development Centre
Global Service Centre, Budapest
Effective date: ASAP
Duration: Temporary Appointment for a period of 6 months
Closing Date: **15 January 2019**

ORGANIZATIONAL CONTEXT

The Global Learning and Development Center (GLDC) and the Global Service Centre (GSC) have significant requirements in terms of internal and external communication and as well as oversight over a range of different administrative issues. The Senior Communication & Admin Associate will be supervised by the Head of GLDC/GSC but also support the Chief Learning Officer, Section Heads and the Admin Unit. S/he will have frequent contacts with other services, sections and units both within GLDC/GSC and in Geneva and elsewhere. S/he will also have occasional working level contacts with local government and partners. The Senior Communication & Admin Associate is responsible for supporting the manager in his/her oversight and communication role, ensuring the timely implementation of general administrative and resource management tasks, and compliance with reporting and other requirements. S/he will work quite independently on regular assignments with appropriate oversight and direction from the supervisor.

The Snr Communication & Admin Associate liaises with colleagues within the same office, at HQ and in the field on matters of non-routine significance in order to prepare documents for the supervisor and manage the flow of information.

FUNCTIONAL STATEMENT

Accountability

- Assist in collaboration with Admin Unit, the Head of GLDC, the Chief Learning Officer and Section Heads in their oversight role over administrative and HR management in an efficient and timely manner.
- Contribute to the preparatory work to update the learning policy.
- Coordinate high level visits to the GLDC and GSC.
- Prepare background documents for meetings.
- Draft and prepare GLDC related reports for a variety of external and internal audiences on time.
- Manage the flow of internal communication, especially utilising innovative approaches
- Compile in cooperation with the admin unit the overall GLDC workplan including all sectoral inputs.

Responsibility

- Draft presentations, briefings, updates, etc. for internal and external audiences
- Produce written communication materials e.g. all staff messages, Broadcasts, , articles etc.
- Coordinate the maintenance of the GLDC's intranet pages and training calendar.
- Assist in managing the flow of information to her/his supervisor, identifying priority matters that require urgent attention of the supervisor and propose solutions and actions.
- Analyse required documentation provided by her/his supervisor and summarize most relevant points for the supervisor.
- Keep the supervisor aware of development and policy related issues related in/directly to the GLDC
- Ensure that the supervisor is prepared for meetings and missions by providing support in drafting talking points, by researching relevant information, by establishing contacts on the subject matter to be discussed.
- Identify priority matters that need to be urgently addressed by the supervisor.
- Implement general administrative and resource management support functions.

- Manage the flow of information to/from the supervisor and other senior staff in routine and non-routine matters, prioritize queries and respond in timely manner.
- Prepare informal translations.
- Support the planning/preparation of training events, seminars, conferences, meetings, social events and other activities as required.
- Perform other related duties as required.

Authorities

- Access the relevant information and financial records.
- Prioritize tasks and organize work independently.
- Request all information necessary for the performance of the tasks above.
- Accompany the supervisor to meetings and if relevant on missions in order to prepare notes on the discussions, ensure follow-up in matters raised and support the supervisor with any relevant input.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Completion of Secondary Education, with course work/training preferably in Social Sciences or Journalism.
- At least 11 years of relevant work experience.
- Excellent computer skills and knowledge in MS office applications.
- Excellent drafting skills.
- Fluency in written and spoken English.
- Technological Awareness.
- Planning and Organizing.
- Stakeholder Management.

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Completion of UNHCR Learning Programmes or specific training relevant to functions of position.
- Familiarity with humanitarian operations, procedures and refugee issues.
- Familiarity with current communication technologies
- Working knowledge of French and Hungarian.

ELIGIBILITY

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

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail with **“LAST name – Senior Admin & Communication Associate (TA)”** in the subject line to: HQBSCAPC@unhcr.org by **15 January 2019**.

Shortlisted candidates may be required to sit for a test and a competency based interview. 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>