

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**INTERNAL/EXTERNAL VACANCY NOTICE**

Title of Position: Admin Assistant  
Position Number: 10038099  
Category & Level: General Service, G-4  
Location: UNHCR Bratislava, Slovakia  
Effective date: ASAP  
Duration: Initially for a period of one year  
Closing Date: **07 October 2022**

**ORGANIZATIONAL CONTEXT**

The Administrative Assistant will provide administrative assistance to the immediate supervisor and/or Head of the Office, and/or to the Unit as a whole to ensure that routine services and activities within the administrative domain are properly implemented. 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 assignments are mostly standard tasks including limited interpretation of subject matter and information exchange between staff in the office, at the duty station and external officials of other institutions to ensure mutual understanding. The incumbent's workload and the assignments will remain under constant guidance and direction of the supervisor.

The Administrative Assistant is a position within an office/Division/Bureau that requires basic knowledge of administrative rules, procedures as well as operational standards of a UNHCR office. The nature of certain administrative/personnel functions require discretion and confidentiality.

**FUNCTIONAL STATEMENT**

**Duties:**

Within delegated authority, the Administrative Assistant will be responsible for the following duties: (These duties are generic and may not be carried out by all Administrative Assistant: please refer to the organizational context).

- Arrange appointments/meetings both internal and external, some involving high ranking officials.
- Receive visitors, place and screen telephone calls, respond to routine requests for information and take notes at meetings as and when required.
- Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
- Receive, review, sort and distribute all incoming and outgoing correspondence, office pouch and material, highlight priority items and attach necessary background information. Maintain a follow up system.
- May be required to maintain/update confidential files.
- Draft routine correspondence, memoranda and reports. Format more complex documents by using the appropriate technology.
- Facilitate implementation of Personnel administrative formalities and processing of documents in relation to official travels, leaves and movements of staff. Support staff members with processing personnel-related documentation.
- Maintain office inventory and stocks of office supplies. Monitor the asset management track to ensure all admin procurements and disposal of UNHCR property are done and recorded accurately.
- Assist the supervisor to monitor and record expenditure/disbursement of funds.
- 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;
- Monitor office/compound facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.
- Perform other related duties as required.

**Accountability / Authorities:**

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.

**ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES**

**Years of Experience / Degree Level**

1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher

**Field(s) of Education**

*Not applicable.*

**Certificates and/or Licenses**

*Business Administration, Finance, Office Management, Human Resources or other related field*

**Relevant Job Experience**

***Essential***

Not specified.

***Desirable***

Not specified.

**Functional Skills**

*\*IT-Computer Literacy*

*UN-UN/UNHCR Administrative Rules, Regulations and Procedures*

*UN-UN/UNHCR Financial Rules and Regulations and Procedures*

*IT-PeopleSoft Applications*

**Language Requirements**

Fluency in English (UN working language of the duty station), both oral and written, is required.

Working knowledge of other UN language(s) and/or local language is desirable.

**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*

**Cross-Functional Competencies**

*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.

## **ELIGIBILITY**

### **Internal candidates**

General Service Staff members currently serving at the duty station where the vacancy exists, who have been appointed through the AC process and have Indefinite or Fixed Term appointment. Interested staff members should consult the Revised AI on Recruitment and Assignment of Locally Recruited Staff (RALS). If you have questions regarding eligibility, please contact Adnan Hadzisdikovic ([hadzisd@unhcr.org](mailto:hadzisd@unhcr.org)).

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

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible to apply for the vacancy with UNHCR.

Candidates must be legally present in the country of assignment and possess valid residence and work permit at the time of application, recruitment and hire.

### **UNHCR's COVID-19 POLICY**

Assignment with UNHCR is subject to proof of vaccination against Covid-19 with WHO approved vaccine in accordance with UNHCR's Administrative Instruction on Covid-19 Vaccination and related Safety Measures.

### **SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your [UNHCR Personal History Form](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail with "**LAST name – Admin Assistant (10038099) READ position**" in the subject line to: [rcepost@unhcr.org](mailto:rcepost@unhcr.org) by midnight **7 October 2022**.

Shortlisted candidates might expect to be required to be interviewed and/or sit for a test during the selection process. 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>