



Vacancy Notice

United Nations High Commissioner for Refugees
Representation in Germany

is seeking an

Administrative Assistant (G4)

for a temporary appointment until 31st of December 2022 at UNHCR Berlin (maternity replacement)

1. Organizational Setting and Work Relationships

The Administrative Assistant will provide administrative assistance to the Administrative Associate and Representative 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 the UNHCR Berlin office 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.

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.

2. Operational Context

In addition to the duties outlined in the Job Description of the Administrative Assistant, the following operational context applies:

The administration team of the UNHCR Representation in Berlin comprises the Administrative Assistant and the Administrative Associate. Working closely together with the Administrative Associate, the incumbent will be directly supervised by the Representative of UNHCR Germany. In addition to supporting administrative and finance tasks, the incumbent will support coordination, including preparation of appointments and meetings of the Representative. The

incumbent needs to be able to quickly compile, analyse and contextualize relevant information. Strong command of both German and English in writing and verbally is therefore required. As part of the executive tasks, the incumbent may also need to contribute to the results-based management processes of UNHCR as a resource and data preparer, in close consultation with the Planning Coordinator and Representative.

The Administrative Assistant will assist in the processing of general payments as well as the management of travel processes for the staff of UNHCR Germany.

Lastly, the incumbent should be willing to take on additional tasks and responsibilities required to ensure a smooth running of UNHCR's Representation in Germany.

3. Duties

Within delegated authority, the Administrative Assistant may be responsible for the following duties:

- 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.

4. Minimum Qualifications

Years of Experience / Degree Level

For G4 - 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher

Certificates and/or Licenses

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

Language Requirements

Strong command of both German and English in writing and verbally is required.

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

(Functional Skills marked with an asterisk* are essential)

5. Competency Requirements

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.

6. Closing Date

The closing date for applications is 7th of September 23:59 CEST. The desired start date of the position is **1st of November 2021**.

7. Additional Information

Please note that this vacancy notice is for a **temporary appointment until 31st of December 2022**.

Interested internal candidates should apply through MSRP - Self-Service - Recruiting Activities - Careers (please search by JO number 29222 or by Location). Please update your personal profiles with all required information in order to be able to apply.

Interested external applicants must apply through the external UNHCR website:

<https://www.unhcr.org/careers.html>- Careers - Career opportunities - Other Opportunities - Vacancies and search by Job Opening number 29222. When experiencing technical difficulties, please try clearing your browser cache & try again. If issue persists, try on different browser & computer.

Incomplete and late applications will not be accepted.

Only shortlisted candidates will be contacted. Shortlisted candidates will be required to pass a written test and attend an interview, in person or virtually, depending on current COVID-19 regulations.