UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR REPRESENTATION IN INDONESIA
INTERNAL/EXTERNAL VACANCY NOTICE
No. 19/INSJA/002 - TA

Functional Title	: Secretary
Unit	: Protection
Category & Level	: G-4 Level / Temporary Appointment
Duty Station	: Jakarta, Indonesia
Entry on Duty	: 15 October 2019
Duration	: until 30 November 2019
Annual Salary	**:** starting IDR 140.671.000 (including Medical allowance)
Closing Date	: 10 October 2019

Duties and Responsibilities

Under the direct supervision of Senior Protection Officer, the Secretary will perform the following duties in his/her area of responsibility:

- Prepare correspondence for signature, checking enclosures and addresses, and draft correspondence on routine matters.
- 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.
- Type a wide variety of material from drafts and printed texts using a word processor. Proof-read for correctness and maintain office records and reference files on various subjects.
- Assist in making travel arrangements.
- Receive, review, sort and distribute all incoming and outgoing material, highlight priority items and attach necessary background information.
- May be required to maintain/update confidential files
- Perform other relevant duties as required.

Qualifications/Requirements

Cross – Functional Competencies: Planning and Organizing

Education: Completion of Secondary education or equivalent with Secretarial certificate, Business Administration, Office Management or related field.

Experience: 3 (three) years of relevant work experience. Working in a multi-cultural environment or UN is an added asset.

Nationality: Citizen of Indonesia; Non-citizen with Indonesian permanent residence.

Languages: Excellent knowledge of English and Bahasa Indonesia (written and spoken) is essential; knowledge of other UN languages is an asset.

Desirable: Completion of UNHCR learning programmes or specific training relevant to functions of the position.

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Working Relationships

(i) **With UNHCR Staff**
(ii) **With External Parties**: Relevant Government Official, UNHCR's implementing partners, NGOs, etc.

Supervision exercised and guidance given
On-the-job training will be provided to the successful candidate.

Candidates who wish to be considered for this vacancy should send their CV, motivation letter and **signed** Personal History/P.11 form (available at **http://www.unhcr.org/id/en/job-opportunities)** to **UNHCR Indonesia** at:

Menara Ravindo Lt. 14
Jl. Kebon Sirih Kav. 75
Jakarta 10340
Or via e-mail to INSJAHR@unhcr.org

DEADLINE FOR APPLICATIONS: 10 October 2019

IMPORTANT: Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

Applications from all genders and persons with disabilities are encouraged to apply.
Late applications will not be considered.
Only those short-listed for the tests (Written/Interview) will be notified.

Jakarta, 03 October 2019