

Vacancy Notice

Administrative Assistant, G-4, UNHCR Israel

27 October 2021

Vacancy Ref.: ISR/ 10028214/2022
Place of Assignment: Tel Aviv, Israel
Duration of Assignment: One year, with possibility of extension
Start date: 01 January 2022
Contact Person: Ms. Sigal Costo – Snr. Finance Associate (costo@unhcr.org)
Closing Date: 13 November 2021

1. Organizational Context

The Office of the United Nations High Commissioner for Refugees (UNHCR) is a humanitarian and non-political organization mandated by the United Nations to protect refugees and stateless persons and help them find lasting solutions to their problems. UNHCR's activities are based on a framework of international refugee law and standards that includes the *1951 Convention relating to the Status of Refugees* and its *1967 Protocol*, as well as an array of international and regional treaties on human rights and humanitarian law. UNHCR works with States, civil society organizations, the legal community, the media and other actors to ensure effective protection and promote long-term solutions through a mix of capacity-building, refugee law promotion, advocacy and public awareness activities. UNHCR's workforce consists of many diverse nationalities, cultures, languages and opinions. The Organization is constantly looking for talented, motivated and passionate individuals from around the world who bring new innovative ideas and skills and whose work ethic and motivation inspire others.

The Administrative Assistant will provide administrative assistance to the Head of the Office, and to the Office 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 position requires basic knowledge of administrative rules, procedures as well as operational standards of a UNHCR office. It also requires 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. Duties

Within delegated authority, the Administrative Assistant will 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.
- Following instructions from the supervisor, make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office.
- Monitor office 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.

3. Minimum Qualifications

Education & professional work experience

Four (4) years of relevant experience with High School Diploma.

Certificates and/or licenses

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

Other desirable qualifications

- Planning and organizing skills: ability to establish priorities and to plan work assignments, respond to competing demands and work under pressure of frequent, multiple and tight deadlines.
- Inter-personal skills: ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

- Excellent writing/drafting skills, and proved experience in translation and interpretation work.

Functional Skills

Computer Literacy, including MS Office and PeopleSoft Applications (essential requirement)

UN/UNHCR Administrative Rules, Regulations and Procedures

UN/UNHCR Financial Rules and Regulations and Procedures

Language Requirements

Knowledge of English and Hebrew languages, and working knowledge of another relevant UN language.

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

How to Apply

- All interested applicants should submit by the 13/11/2021 deadline at the latest an up-to-date Curriculum Vitae, a duly completed Performance History Form <https://www.unhcr.org/recruit/p11new.doc> and a motivation letter by e-mail to costo@unhcr.org
- The above documents should all be submitted in English.
- Applications received after the deadline will not be accepted.
- Only shortlisted candidates will be contacted for an interview.