

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Administrative Officer is responsible for the implementation of general administrative and resource management tasks as delegated by the supervisor. S/he will work with an oversight from the supervisor, who will provide general guidance and work plans for identifying work priorities and appropriate approaches; work is controlled for meeting expected results.

S/he will establish and maintain efficient administrative control mechanisms to ensure compliance with UN administrative, financial and human resources rules and procedures. Contacts on administrative/budgetary related issues are mainly with Sections/Units/Offices within the organization both at HQ and in the Field and with local suppliers/services to ensure provision of services and resolution of difficult problems.

The incumbent will maintain frequent external contacts with counterparts in other organizations or at working level in national Governments on issues of importance to Organization's programmes. He/she acts as adviser or representative of the Organization with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority.

The incumbent may directly supervise local staff.

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.

4. Duties

- Contribute to the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Monitor the day-to-day personnel and administrative operations of the office.
- Provide advice on personnel and administrative policies and procedures.
- Liaise with Government and other external actors in providing vital supportive services (i.e. processing of residency, visas, tax exemptions, etc.).
- Attend inter-agency and other meetings, with specific focus on general administration, staff safety and human resources issues (i.e. common services), when requested.

- Implement processes and procedures to improve and strengthen internal controls in line with UNHCR rules and regulations.
- Coordinate the preparation of staffing and administrative budget requirements for the office.
- Participate in a competitive procurement process for selecting, awarding and issuing local contracts, in line with UNHCR regulations, rules and procedures.
- Manage contracts for the premises, cleaning and security services, and other services as and when required.
- Serve as a member of the Local Contracts Committee (LCC).
- Undertake missions to field locations to review administrative arrangements and make appropriate recommendations as required.
- Provide guidance and oversight on processes related to the mission travel of staff.
- In the absence of an HR Officer, prepare recruitment, appointments and administrative formalities concerning local staff.
- Review and approve the settlement of employee entitlements including DSA, local salaries and the Medical Insurance Plan (MIP).
- Coordinate training and capacity-building activities to staff in administrative related areas.
- In coordination with Human Resources and Field Security, undertake periodic reviews to ensure that the Office premises are set up and staff accommodation are managed in line with the organizational policies and any related issues are brought to the attention of DHR.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

*Accounting; Public or Business Administration;
Economics; or other relevant field.*

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

Not specified.

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

At least 2 years of relevant work experience in an intergovernmental organization (United Nations or similar). Good knowledge of United Nations administrative and human resources rules and procedures. Excellent computer skills, in particular in MS Office applications.

Desirable

Completion of relevant UNHCR learning programme.

Functional Skills

*AD-Administration
FI-Funds Monitoring/Identifying Cash Flow Problems
GB-Building Management
MG-Office Management
RM-Resource Management
SC-Contract Management
SC-Inventory/Stock Management*

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.**
For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.**
For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

6. 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

Managerial Competencies:

Judgement and Decision Making
Managing Performance

Cross-Functional Competencies:

Planning and Organizing
Political Awareness
Stakeholder Management

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.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.