



UNHCR

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

Memorandum

UNHCR Representation in Malaysia

570 Jalan Bukit Petaling
P.O. Box 10185,
50706 Kuala Lumpur, Malaysia

To/A: All locally-recruited staff members
UNHCR and UN Agencies in Kuala Lumpur

From/De: Richard J. Towle, Representative, UNHCR Representation in Malaysia

File Code/Dossier: 18/KL/12937

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/037/18)
ADMINISTRATIVE/PROGRAMME ASSISTANT (UNOPS POST)**

Date: 04 December 2018

Title : ADMINISTRATIVE/PROGRAMME ASSISTANT

Grade : GL.4 (UNOPS Post)

Post No. : HEALTH/002/18

Language : Fluency in English and Bahasa Malaysia

Effective Date : 01 Jan 2019

Duration : Until 31 December 2019 (with possibility of extension)

Location : UNHCR Office in Kuala Lumpur

General Background:

The Admin/Programme Assistant will provide clerical assistance to the immediate supervisor and/or Head of the Office to ensure that routine services and activities within the administrative and programming domain are properly implemented. S/he will receive regular guidance from his/her supervisor. 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 incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor.

Duties and Responsibilities:

- Draft periodic and ad-hoc reports on programme and project activities;
- Assist the office in monitoring data on programme activities by reviewing progress reports, budgets, and expenditures;
- Keeps attendance records;
- Makes travel and hotel reservations, prepares travel authorizations and settles travel claims;
- Updates and transmits inventory records of non-expendable property and ensures that office equipment is in good working condition;
- Monitors current obligations and future programme and/or budgetary implications;
- Requests security clearances for staff going on missions;
- Performs other duties as required.

Required Competencies

Cross-Functional Competencies

Analytical Thinking
Planning and Organizing

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field.
- Minimum 3 years of previous job experience relevant to the function;
- Computer skills (MS office).
- Fluency in English and working knowledge of another relevant UN language or local language.
- In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR admin and financial rules, procedures and processes;
- Knowledge and working experience of MSRP (Peoplesoft);
- Prior exposure to UNHCR refugee operations and functions relating to field office administration and programme activities.

THIS POST IS OPEN TO EXTERNAL CANDIDATES HOWEVER, PRIORITY CONSIDERATION WILL BE GIVEN TO INTERNAL CANDIDATES

Applications

- i. All candidates must have substantial relevant knowledge of local conditions. Proficiency in English and Bahasa Malaysia is a requirement. **There will be a written test for this job opening.**
- ii. Candidates **MUST** include a recent curriculum vitae or UN Personnel History Form (P.11) with their application, without which their candidature will not be reviewed.
- iii. Applications in writing are to indicate the VN number and the post title on the envelope and to be addressed to the Administration/Finance Officer, UNHCR Branch Office, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to m1slu@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 18 December 2018

Applications reaching the UNHCR Branch Office after the closing date will not be accepted.