

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**INTERNAL/EXTERNAL VACANCY NOTICE**

Title of Position: **Administrative/Programme Assistant**  
Position Number: **10018445**  
Category & Level: General Service, G-4  
Location: Timisoara, Romania  
Effective date: as soon as possible  
Duration: initially for a period of one year, with possibility for extension  
Closing Date: 30/09/2019

**ORGANIZATIONAL CONTEXT**

The Administrative/Programme Assistant will be based in Timisoara, where UNHCR has a Field Unit within the Emergency Transit Centre. This Centre hosts refugees who are evacuated from first countries of asylum as a consequence of acute protection problems. Refugees stay in the centre for a maximum period of six months until a durable solution is found through resettlement or humanitarian admission to a third country.

The incumbent will provide administrative and programmatic assistance to UNHCR's Field Unit, under the immediate supervision of the Senior Field Associate and in close coordination with the Senior Administrative/Programme Associate based in Bucharest. S/he will receive regular guidance from his/her supervisor and Administrative/Programme staff in Bucharest. As per specific instructions, the incumbent may require liaising with other internal or external entities, including NGO partner(s) and local authorities, 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.

**FUNCTIONAL STATEMENT**

- 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

**ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES**

- Completion of Secondary education or equivalent technical or commercial school with certificate/training in
- Business Administration, Finance, Office Management, Human Resources or another 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.

## **DESIRABLE QUALIFICATIONS AND 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.

## **ELIGIBILITY**

### Internal candidates

General Service Staff members currently serving at the duty station where the vacancy exists, who have been appointed through the AC process and have indefinite or Fixed Term Appointment. Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, please contact Ms Monika Lesch-Palankai ([lesch@unhcr.org](mailto:lesch@unhcr.org)) or Mr Peter Kaponyas ([kaponyas@unhcr.org](mailto:kaponyas@unhcr.org)).

External candidates must be legally present in Romania at the time of application, recruitment and hire.

## **SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail with "**VN/ROMBU/2019/003**" in the subject line to: [rcepost@unhcr.org](mailto:rcepost@unhcr.org) by **30/09/2019**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

## **REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>