

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 Associate Administrative Officer is responsible for supporting the Office/Bureau in the implementation of general administrative and resource management tasks. S/he will work quite independently on regular assignments 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.

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 directly supervises general service 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.

- Assist with the implementation of processes and procedures to improve and strengthen internal controls in line with UNHCR rules and regulations.
- Participate in the recruitment and appointment process, and assist with administrative formalities concerning local General Service staff.
- Coordinate training and capacity-building activities to staff in administrative related areas.
- Assist with the preparation of staffing and administrative budget requirements for the office.
- Assist in the competitive procurement process for selecting, awarding and issuing local contracts, in line with UNHCR regulations, rules and procedures.
- Facilitate the mission travel of staff, including following up on travel authorizations, bookings, tickets.
- Monitor the quality and timeliness of goods and services delivered to the office.
- Manage contracts and relations with suppliers.
- 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 P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

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

Work experience in at least one of the following fields: Human Resources, Administration, Budget, Finance, and Procurement. Excellent computer skills, in particular in MS Office applications.

Desirable

Working experience of at least one year in an intergovernmental organization (United Nations or similar). Good knowledge of UNHCR's administrative rules and procedures. Working experience with PeopleSoft/Oracle Financial and/or HR modules.

Functional Skills

*AD-Administration;
 FI-Financial Management;
 FI-Funds Monitoring/Identifying Cash Flow Problems;
 MG-Office Management;
 RM-Resource Management;
 UN-UNHCR Financial Rules and Regulations and Procedures;*

(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:

Managing Performance

Judgement and Decision Making

Managing Resources

Empowering and Building Trust

Cross-Functional Competencies:

Planning and Organizing

Political Awareness

Analytical Thinking

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.