

Job Title	Clerk	Job Opening ID:	39380
Location:	Bangkok (RB), Thailand	Salary Grade:	G3
Hardship Level:	A	Family Location Type:	Family
Type of Contract:	Temporary Appointment	Contract Duration:	ASAP until 31 December 2022

Organizational Setting and Work Relationships

The Clerk provides clerical and administrative assistance to the immediate supervisor and/or the Office as a whole. The incumbent is normally supervised by an Officer or Associate. S/he receives regular guidance and instructions from the supervisor on procedural aspects of the work. 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.

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.

Operational Context

The incumbent will be taking care of the reception area by organizing and ensuring a clutter-free and immaculately presented area. Also, he/she has to manage calls and direct them to the right person in a professional way. The incumbent should accompany and ensure that all visitors are directed/escorted to the appropriate area, in line with our security protocol. The incumbent should also be responsible to receive/updating and coordinate all UNHCR mails/pouches as well as managing the couriers for all incoming/outgoing parcels/envelops. The incumbent will support the logistics/driver with an updated calendar of schedule/activities and will also support the unit with GFM entries (fleetwave). The incumbent will also be responsible to keep a log of office maintenance, and requirements and ensuring the smooth running of the floors/units.

Duties

- Provide general clerical support to the work unit and, if required, visiting staff members.
- Maintain the records in the work unit, create files for correspondence, reports, including confidential files.
- Manage conference room booking and ensure that the facilities are well arranged and prepared with adequate supply to cover number of intended guests.
- Maintain a proper record and inventory of stationary items in the work unit and ensure a well-stocked office.
- Sort and prioritize incoming correspondence, reports, etc. and direct to other responsible staff members where necessary.
- Arrange and forward records for archiving and maintain records of files sent for archiving.
- Maintain calendar of appointments and schedules of meetings and travel for the supervisor, perform such clerical tasks as the completion of travel authorization requests, stationery request forms, etc.
- May be required to prepare drivers' work schedule and maintain shift system.
- May be required to organize and maintain mail delivery (Pouch) and tracking system between offices.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G3 - 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

(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

Not specified.

Desirable

Not specified.

Functional Skills

IT-Computer Literacy;

AD-Administration;

AD-UNHCR Administrative/Secretarial procedures;

(Functional Skills marked with an asterisk* are essential)

Language Requirements

Fluent in English and Thai

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:

Not applicable.

Cross-Functional Competencies:

Planning and Organizing

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.

Please submit your letter of motivation, signed Personal History Form by e-mail-mail clearly stating the position title, Job ID and your Last Name in the subject line to RBAPHR@UNHCR.ORG by the closing date.

The Personal History Form and its supplementary sheet can be downloaded from:
https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and
https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

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>

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality, and culture. All applications will be treated with the strictest confidentiality.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behavior and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at inspector@unhcr.org or through the online complain form at <https://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.

Application duration

Start Date: 09 August 2022

Closing Date: 22 August 2022