

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
REGIONAL BUREAU FOR ASIA AND THE PACIFIC  
BANGKOK, THAILAND**

<b>Job Title:</b>	Senior Executive Support Associate	<b>Job Requisition:</b>	JR2439919
<b>Location:</b>	Bangkok (RB), Thailand	<b>Salary Grade</b>	G7
<b>Type of Contract:</b>	Fixed-Term Appointment	<b>Contract Duration:</b>	One year (initially)
<b>Type of Adv.:</b>	Internal	<b>Start Date:</b>	19 April 2024
<b>Application Link:</b>	<a href="https://wd3.myworkday.com/unhcr/d/inst/15\$158872/9925\$38547.html">https://wd3.myworkday.com/unhcr/d/inst/15\$158872/9925\$38547.html</a>	<b>Closing Date:</b>	25 April 2024

### Organizational Setting and Work Relationships

The position of Senior Executive Support Associate is located within a Division/Bureau or Office of the Representation/Head of Office. The role of this position is to provide administrative and secretarial support services to the Head of Office or immediate Supervisor, in order to ensure the smooth running of the Office and its flow and management of information. This would involve direct contact with other staff members and contacts with high ranking officials, both within and outside UNHCR. The incumbent prioritizes tasks and organises work independently based on direction from the Supervisor and has access to highly sensitive and confidential information.

The Executive Support positions at G7 grade level are normally supervised by senior management positions at D2 or above.

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 Senior Executive Support Associate is supervised by the Regional Director, who defines the work objectives and provides necessary advice and guidance. The incumbent, working closely with the Executive Assistant, ensures comprehensive support to the Regional Director and other senior colleagues as appropriate. The incumbent assists with managing the scheduling, travel, missions, and other administrative processes relating to the Director. S/he works closely and keeps frequent contact with staff at various levels in the Bureau and in field operations as necessary, as well as external parties, such as diplomatic partners in support of the work of the Office.

### Desired Candidate Profile

- The incumbent should have experience working with colleagues at the senior management level.
- The incumbent should be able to manage and prioritise several tasks concurrently in a fast-paced environment.
- The incumbent should have strong organisation skills, including relating to scheduling, travel preparations, and organizing meetings and events etc.
- The incumbent should be familiar with UNHCR administrative processes.

### Duties

- Arrange appointments and maintain Supervisor's calendar, ensure attendance and well set up of meeting rooms, place and screen telephone calls and answer queries with discretion.
- Manage the flow of information to/from the Supervisor and other senior staff; identify priority matters that need to be urgently addressed or signed by the Supervisor.
- Confer with senior managers and Heads of Sections to secure timely and authoritative information relevant to matters requiring action, facilitating decisions by or authorised approvals from the Supervisor. Follow up to ensure that appropriate action is being taken by senior managers on tasks determined by the Supervisor.
- Prepare briefing materials for Supervisor for official trips or special meetings.

- Arrange meetings with high-ranking officials and official receptions given by the Supervisor.
- Ensure that high-level visitors are appropriately informed, that they receive background information as necessary, and that the necessary protocols are respected.
- Prepare informal translations if required.
- Receive screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Select and make pertinent abstracts and undertake searches for information.
- Draft non-substantive correspondence and ensure follow-up.
- Type correspondence, documents and reports, etc., some of which are highly confidential.
- Maintain a file management system according to UNHCR policies, including general and confidential files.
- Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Ensure administrative procedures (travel, hospitality expenses, etc.) will be timely concluded.
- Perform other related duties as required.

## Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

*For G7 - 4 years relevant experience with High School Diploma; or 2 years relevant work experience with 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

*Secretarial, Business Administration, Human Resources, Office Management or a related field*

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

#### Relevant Job Experience

##### **Essential**

Not specified.

##### **Desirable**

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

#### Functional Skills

*\*IT-Computer Literacy*

*\*MS-Drafting, Documentation, Data Presentation*

*MS-Editing*

*UN-UN/UNHCR Administrative Rules, Regulations and 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.



# UNHCR

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

**Core Competencies:**

*Accountability*  
*Communication*  
*Organizational Awareness*  
*Teamwork & Collaboration*  
*Commitment to Continuous Learning*  
*Client & Result Orientation*

**Managerial Competencies:**

*Not specified.*

**Cross-Functional Competencies:**

*Analytical Thinking*  
*Planning and Organizing*  
*Political Awareness*

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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.

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**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.

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](mailto:inspector@unhcr.org) through the online complaint form at <https://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.

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Please submit your letter of motivation and complete your professional experience through the following application link (same as the one provided above) **by the closing date.**

**[https://wd3.myworkday.com/unhcr/d/inst/15\\$158872/9925\\$38547.html](https://wd3.myworkday.com/unhcr/d/inst/15$158872/9925$38547.html)**

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