

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 05/2019**

<b>Title of Post</b>	<b>Senior Administrative Assistant</b>	<b>Category/grade</b>	<b>General Service, G5</b>
<b>Post Number</b>	<b>10031944</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Yerevan, Armenia</b>	<b>Date of Issue</b>	<b>17 October 2019</b>
<b>Effective date of assignment</b>	<b>1 January 2020</b>	<b>Closing Date</b>	<b>31 October 2019</b>

**Operational Context:**

The Senior Admin. Assistant will provide administrative support to the office in Armenia in the field of Finance and General Administration. The Senior Admin. Assistant is supervised by the Admin/Finance Associate, who defines work objectives and provides regular advice, guidance and works in close collaboration with other members of the Administrative Team at UNHCR Armenia. S/he may liaise with local suppliers and/or officials and/or Implementing Partners on routine subject matters under the direction of the supervisor. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues. The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information.

- Maintain financial records of the office accounts for which responsibility is assigned. Record receipts and payments, assure accuracy of computation and completeness of documents.
- Calculate and compile cost estimates and projected budget requirements and assist in preparation of budget statements for area of assignment.
- Prepare routine correspondence and maintain contracts with others to discuss matters concerning accounts and related assignments.
- Maintain contacts with local banks to clarify questions pertaining to office bank accounts.
- Brief and assist new staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements relating to accounts and finance.
- Assists in preparing admin. Budget submission for entire year; maintains liaison with officials of local bank to obtain day-to-day information in exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Assists in preparing financial vouchers and monthly accounts.
- Assists and prepare quotation requests and tenders, produce bid-tabulations from tenders and prepare Purchase orders for approval.
- Assist in managing Property, Plant and Equipment (PPE) effectively according to UNHCR rules and regulation including registration and marking of new PPE, Physical verification of PPE, preparation of agreements, preparation of disposal forms (including submissions to LAMB/AMB), and assistance with disposal of PPE.
- Provide basic IT support to UNHCR Armenia users.
- Initiate custom clearance of consignments, draft exemption requests, and liaise with local agent.

## **Functional Statement:**

### **Responsibility**

- Assist in interpreting and processing of entitlements, issuance of contracts and maintenance of various personnel records and files.
- Attend meetings on day-to-day admin matters; administer the movement of UNHCR staff members and monitor their attendance records, leave plans, overtime and visa requirements.
- Search office files and records relating to a variety of topics for information and reference. Select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents.
- Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records.
- Assist in administrative formalities related to travel arrangements and issuance/ renewal of visas, licences, travel arrangements and other similar documents.
- Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential.
- Arrange appointments and maintain supervisor's calendar, receive visitors, place and screen telephone calls and answer queries with discretion; Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Assist the management to organise and run UNHCR Office and Residential (wherever applicable) compounds.
- Facilitate various official missions of UNHCR staff and other persons of concern to UNHCR.
- Prepare attestations and certificates required by the staff members for signature of senior officer.
- Assist in processing MIP and various other claims by UNHCR staff and other clients of UNHCR.
- Perform other related duties as required.

## **Essential Minimum Qualifications and Experience:**

- 4 years relevant experience with High school diploma plus Advanced Training/Certificate.
- Certificates and/or Licenses in Business Administration, Finance, Office Management, Human Resources or other related field.
- IT-Computer Literacy.
- Knowledge of English and Armenian.

## **Desirable Qualifications & Competencies:**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of other UN working language.
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures.
- UN-UN/UNHCR Financial Rules and Regulations and Procedures.
- IT-PeopleSoft Applications.

## **Required Competencies:**

## Core Competencies

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

## Managerial Competencies

- N/A

## Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing

## Eligibility:

**Internal candidates:** Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

**External candidates:** External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.<sup>1</sup>

## 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>

## Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation and updated factsheet (for internal candidates only) and the signed Personal History Form (for external candidates only) by e-mail, clearly stating the position title, VN/05/2019 and your Last Name in the subject line to [armyehr@unhcr.org](mailto:armyehr@unhcr.org) by the closing date.**

[The Personal History Form](#) and its [supplementary sheet](#) are attached.

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<sup>1</sup> Completed and relevant university education can count as maximum 50% of the required years of work experience.

**Only complete applications/documentation in English language will be considered. No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and oral interview.**

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).

### **Useful links**

<http://un.am/en/agency/UNHCR>

<https://www.unhcr.org/>

<https://undg.org/document/united-nations-sustainable-development-cooperation-framework/>

<https://www.un.org/sustainabledevelopment/>

<https://sustainabledevelopment.un.org/>

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