

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2018/30
Internal/External Circulation**

Position Title: Admin Assistant	Position Level: G4	Date Issued: 12/04/2018
Position No.: 10027586	Report To: Admin/ Finance Officer	Closing Date: 26/04/2018
Section/ Unit: Sub-Officer Homs/ Admin	Duty Stations: Homs	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Duties and Responsibilities:

- Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
- Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required;
- Receive, register, route correspondence and office pouch. Maintain a follow up system
- Draft routine correspondence, memoranda and reports. Format more complex documents by using the appropriate technology.
- Facilitate implementation of Personnel administrative formalities and processing of documents in relation to official travels, leaves and movements of staff. Support staff members with processing personnel-related documentation.
- Maintain office inventory and stocks of office supplies. Monitor the asset management track to ensure all admin procurements and disposal of UNHCR property are done and recorded accurately.
- Assist the supervisor to monitor and record expenditure/disbursement of funds.
- Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
- May regulate and monitor routine provision of services and/or shifts from providers, as and when applicable;
- Monitor office/compound facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.
- Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.

Qualification Required

Education and Skills:

- Education: Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management , Human Resources or other related field.
- Computer skills (MS office and People soft applications).

Experience:

- Minimum 4 years (for secondary education holder) or 3 years (for secondary education and certificate/training holder) of previous job experience relevant to the function.

Languages:

- Fluency in English and Arabic.

Desirable Qualifications & Competencies:

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

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2018/30, Admin Assistant, Homs**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

Distribution:

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