

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**United Nations High Commissioner for Refugees (UNHCR)
Country Office Damascus, Syria****Vacancy Announcement No. UNHCR/VN/ 2018/72
Internal/External Circulation**

Position Title: Principal Secretary	Position Level: G6	Date Issued: 10-Sep-2018
Position No.: n/a	Report To: Head of Operations	Closing Date: 15-Sep-2018
Section/ Unit: Operations	Duty Stations: Damascus	Contractual Status: Temporary Appointment

Availability of the Post: Immediately**Accountability**

- The Supervisor's office is efficiently managed and appropriate executive support provided to the Supervisor.
- Smooth running of the Office and its flow and management of information are ensured.
- Agenda of the Supervisor is prioritised in order to meet deadlines.

Duties and Responsibilities:

- Arrange appointments and maintain Supervisor's calendar, receive high-ranking visitors, 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 by the Supervisor.
- Confer with senior managers in the operation and Heads of Sections to secure timely and authoritative information relevant to matters requiring action, facilitating decisions by or authorised approvals from the Supervisor. Ensure 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.
- 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 policy, confidential and general management files.
- Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Ensure timely administrative procedures (hospitality expenses, education grants, home leave etc.).
- Perform other related duties as required.

Authority

- Have access to highly sensitive and confidential information.
- Prioritise tasks and organise work independently.

Qualification Required**Education and Skills:**

- Completion of Secondary education or equivalent technical or commercial school with extensive Secretarial training or post-secondary certificate in Business Administration, Secretarial work, Office Management or a related field .



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Experience:

- Minimum 6 years of previous job experience relevant to the function.
- Computer skills (MS office and People soft applications).
- Drafting and editing skills.

Languages:

- Fluency in English and working knowledge of another relevant UN language or local language.

Desirable Qualifications & Competencies:

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN language.

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/2018/72, Principal Secretary, Damascus**

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/pl1new.doc>

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

Distribution:

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