

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

**Vacancy Announcement No. UNHCR/VN/ 2019/26  
Internal/ External Circulation**

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| <b>Position Title:</b><br>Admin/ Finance Associate | <b>Position Level:</b><br>G6                | <b>Date Issued:</b><br>08/04/2019                    |
| <b>Positions No.:</b><br>10023267                  | <b>Report To:</b><br>Admin/ Finance Officer | <b>Closing Date:</b><br>22/04/2019                   |
| <b>Section/ Unit:</b><br>Sub-Office Qamishli       | <b>Duty Stations:</b><br>Qamishli           | <b>Contractual Status:</b><br>Fixed-Term Appointment |

**Note:** there is a lien to this position

**Availability of the Post:** Immediately

**Duties and Responsibilities:**

- Performs personnel administration tasks including interpretation and processing entitlements, issuance of contracts and maintenance of various personnel records and files;
- Assists in conducting preliminary interviews of candidates, administering typing exams and recruitment of GL staff;
- Conducts surveys of local cost of living, DSA rate and servicing staff, housing rental and collects information on the above-mentioned.
- Prepares travel authorization, ID cards and other personnel related documents for staff;
- Record vouchers in MSRP Finance and Supply Chain application, prepares monthly replenishments, maintains Petty Cash, enters Requisitions and Purchase Orders. Prepares monthly reports on accounts for submission, as needed. If required, assists in preparation of ABOD and submission along with Country Operation Plan;
- Prepares, updates, maintains inventory records of non-expendable equipment for submission to the main office. Orders and controls stationary supplies;
- Attends meetings and participates in discussions of new or revised procedures and practices on administration and finance matters; interprets and assesses the impact of changes and makes recommendations for follow-up action;
- Performs other duties as required.

**Qualification Required**

**Education and Skills:**

- Education: Completion of secondary education with post-secondary certificate/training in Business Administration, Finance, Office Management, Human Resources or other related fields.
- Computer skills (MS office and People soft applications).

**Experience:**

- Job experience: Minimum 6 years of previous job experience relevant to the function.

**Languages:**

- Fluency in English and Arabic.

### **Desirable Qualification**

- Knowledge of UNHCR administrative and financial rules and procedures.
- Knowledge and working experience of MSRP Finance and EPM Budget applications.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN or local languages.

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/2019/26, Admin/ Finance Associate, Qamishli**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto: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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