

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

**Vacancy Announcement No. UNHCR/VN/ 2017/54
Internal / External Circulation**

Position Title: Administrative Assistant	Position Level: GL4	Date Issued: 18/09/2017
Position No: N/A	Report To: Admin/Finance Associate	Closing Date: 27/09/2017
Section: Admin	Duty Stations: Hassakeh/Qamishli	Contractual Status: Temporary Appointment

Availability of the Post : Immediately

Duties and Responsibilities:

1. Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
2. Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required;
3. Receive, register, route correspondence and office pouch. Maintain a follow up system
4. Draft routine correspondence, memoranda and reports. Format more complex documents by using the appropriate technology.
5. 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.
6. 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.
7. Assist the supervisor to monitor and record expenditure/disbursement of funds.
8. Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
9. May regulate and monitor routine provision of services and/or shifts from providers, as and when applicable;
10. Monitor office/compound facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.
11. 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:

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.

Experience:

Minimum 3 years (for secondary education holder) or 4 years (for certificate/training holder) of previous job experience relevant to the function;
Computer skills (MS office and People soft applications).

Languages:

Fluency in English and working knowledge of another relevant UN language or local language.
In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

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.

For Syrian or Syrian Palestinian only

Please apply in writing (P.11, CV and application/motivation letter), indicating vacancy announcement number, position title and preferred location to:

Attention Vacancy No: UNHCR/VN/ 2017/54, Admin Assistant, Hassakeh, Qamishli.

Applications: must be submitted by e-mail to the address indicated below:

Human Resources <SYRDAHUMANRES@unhcr.org> No hard copies (paper applications) will be accepted.

Applications must be submitted with reference to the Title, vacancy announcement number and Position number to be mentioned clearly in the subject of application's e-mails.

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

Personal history (P.11 form) is attached or can be down loaded from:
<http://www.unhcr.org/recruit/p11new.doc>

P.11 form is mandatory and should be SIGNED by applicant.

Distribution:

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