

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 007/Temp/2021**

Title of Post	Administrative Assistant	Category/grade	General Service, G4
Post Number	T/007/01/21	Type of contract	Temporary appointment
Location	Arua Uganda	Date of Issue	17 September 2021
Effective date of assignment	11 October 2021	Closing Date	23 September 2021

Operational Context:

The Administrative Assistant will provide administrative assistance to the immediate supervisor and/or Head of the Office, and/or to the Unit as a whole to ensure that routine services and activities within the administrative domain are properly implemented. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The assignments are mostly standard tasks including limited interpretation of subject matter and information exchange between staff in the office, at the duty station and external officials of other institutions to ensure mutual understanding. The incumbent's workload and the assignments will remain under constant guidance and direction of the supervisor.

The Administrative Assistant is a position within an office/Division/Bureau that requires basic knowledge of administrative rules, procedures as well as operational standards of a UNHCR office. The nature of certain administrative/personnel functions require discretion and confidentiality.

Duties:

- Participate in the assessment of operational and security infrastructure needs in each UNHCR office and staff accommodation in responsibility.
- Maintain an up-to-date inventory of all infrastructure and equipment in the facilities.
- Actively participate in meetings related to facilities management to ensure that all decisions taken meet the UNHCR's operational and security requirements.
- Provide support in all related activities connected with the implementation of the required facilities management services in the facilities under his/her responsibility.
- Check and ensure that all office buildings and guesthouse lights are functioning well.
- Check and ensure that all air conditions at the office and guesthouses are functioning well.
- Assist in the identification of basic repair and maintenance needs and requirements of the office and guesthouse including electrical installations/replacing light bulbs, plumbing, basic carpentry, generators, and water pumps maintenance.
- Support with the handling of minor repairs in relation to the replacement of faucet washers and spindles, faulty window latches, broken tank toilet handles, unplugging clogged toilets and drains, changing light bulbs, tightening loose hinges or door mechanisms, diagnostic and repair of stand-alone door lock units, etc.

- Performing tasks that involve hanging of bulletin boards, pictures, and necessary items used in the residence rooms and office.
- Inspect office furniture on a regular basis and providing appropriate maintenance where possible.
- Carry out tasks related to the guesthouse and office compounds like overseeing the preparation of the room for meetings, new guests, offices, addressing all maintenance needs, fixing toilets, water, TV, doors, etc.
- Report defaults in the compound; make sure that water and electricity are available at any time in the guesthouse and office compound.
- Support and follow up with booking of accommodation at UNHCR Guest houses and accommodation at UNDSS cleared Hotels for staff on mission.
- Undertake other tasks or assignments within his /her area of responsibility as directed by Supervisor

Essential Minimum Qualifications and Experience:

- Completion of High school diploma or bachelor's degree or higher in Business Administration, Finance, Office Management, Human Resources or other related field or other clearly related disciplines is required.
- Minimum of 1 year of previous work experience relevant to the function is required.
- Fluency in English is required.

Desirable Qualifications & Competencies:

- Additional UN language or local language is desirable.

Required Competencies:

Core Competencies

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

Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing

Eligibility:

Candidates must be Ugandan nationals.

Internal staff members should consult the Recruitment and Assignment of Locally recruited Staff (RALS). If you have questions regarding eligibility, you may also contact the HR Unit.

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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:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcruganda.org/>. Applicants should sign up or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet are attached.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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