

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 005/Temp/2020**

<b>Title of Post</b>	<b>Administrative Assistant</b>	<b>Category/grade</b>	<b>General Service, G4</b>
<b>Post Number</b>	<b>T/01/005/20</b>	<b>Type of contract</b>	<b>Temporary appointment</b>
<b>Location</b>	<b>Moyo, Uganda</b>	<b>Date of Issue</b>	<b>30 April 2020</b>
<b>Effective date of assignment</b>	<b>1 July 2020</b>	<b>Closing Date</b>	<b>13 May 2020</b>

**Operational Context:**

UNHCR Sub Office Moyo and Obongi is situated approximately 6 Km from Moyo Town. The town has roughly 20,000 inhabitants. The centre is dominated by Government buildings. There is one commercial bank with ATMs (Stanbic) where one may transact in Uganda Shillings and US Dollars. There is a market where basic commodities and fresh produce are sold. Moyo District Hospital is the main referral hospital in Moyo and Obongi districts. There are a number of health NGOs operating in Moyo. UNHCR staff receive medical treatment at the Moyo district hospital, in Kampala and other towns. The security situation is generally calm.

UNHCR Sub Office Moyo is responsible for Palorinya Refugee Settlement, with a population of nearly 122,886 persons of concern (as at 31 March 2020). The office works closely with the Office of the Prime Minister, the District Local Government and other non-governmental organizations. There are 40 national and international staff presently covering various positions.

The Admin Assistant directly reports to the head of sub office Moyo and Obongi and will provide administrative support. There is a high level of responsibility and confidentiality associated with this position. The incumbent will be responsible for writing/preparing reports, organizing/scheduling meetings, reviewing incoming correspondence to determine significance, preparing agendas for important meetings, making travel arrangements, and fill in gaps such as filing to help keep the manager organized and therefore focused on her/his job duties.

The core set of job skills essential to the roles includes exceptional organizational skills, excellent written and oral communication abilities, as well as a strong attention to detail and professionalism. The incumbent must possess technical proficiency with office automation tools including software essentials like Microsoft Word, Excel, and PowerPoint.

**Duties:**

- Arrange appointments/meetings both internal and external, some involving high ranking officials.
- Receive visitors, place and screen telephone calls, respond to routine requests for information and take notes at meetings as and when required.

- Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
- Receive, review, sort and distribute all incoming and outgoing correspondence, office pouch and material, highlight priority items and attach necessary background information. Maintain a follow up system.
- May be required to maintain/update confidential files.
- 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.
- Perform other related duties as required.

#### **Essential Minimum Qualifications and Experience:**

- Completion of High school diploma is required.
- Minimum 4 years of previous job experience relevant to the function is required.
- Computer Literacy is required.
- Knowledge of English is required.

#### **Desirable Qualifications & Competencies:**

- Completion of certificates in Business Administration, Finance, Office Management, Human Resources or other related field is desirable.
- Knowledge of UN-UN/UNHCR Administrative Rules, Regulations and Procedures is desirable
- Knowledge of UN-UN/UNHCR Financial Rules and Regulations and Procedures 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:

**Internal candidates:** Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

**External candidates:** External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.<sup>1</sup>

## 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://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet is 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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<sup>1</sup> Completed and relevant university education can count as maximum 50% of the required years of work experience.