

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 014/2020**

<b>Title of Post</b>	<b>Administrative Associate</b>	<b>Category/grade</b>	<b>General Service, G6</b>
<b>Post Number</b>	<b>10021805</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Kyangwali, Uganda</b>	<b>Date of Issue</b>	<b>15 September 2020</b>
<b>Effective date of assignment</b>	<b>1 December 2020</b>	<b>Closing Date</b>	<b>21 September 2020</b>

**Operational Context:**

The Administrative Associate is responsible for the office management in assisting the concerned manager in the implementation of general administrative and resource management tasks.

The Administrative Associate is normally supervised by a (Senior) Administrative Officer or a National Administrative Officer who defines general work objectives and provides necessary advice and guidance. The incumbent may supervise some support staff. S/he keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Headquarters; with local suppliers and/or officials and/or Implementing Partners (IPs) on subject matters which may be of importance to the Organization.

**Duties:**

- Assist the supervisor in the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Assist the supervisor in ensuring the UNHCR Office premises provide a healthy, safe and respectful working environment.
- Provide administrative support in the areas of finance, administrative and human resources as well as up to date and accurate data and records in MSRP and other systems.
- Provide interpretation of administrative rules, regulations and procedures. Perform personnel work including processing of entitlement, issuance of contracts maintenance of various personnel records and files.
- Assist in the recruitment of General Service staff for non-specialized work including evaluating candidate applications, administering recruitment exams if applicable, conducting preliminary interviews of candidates; assign General Service staff to meet work requirements.
- Collect information and assist in conduct of surveys on local cost of living, daily subsistence allowance criteria, local salaries for office and servicing staff, house rentals.
- Brief international personnel on general administrative matters relating to visas, licences, security; provide advice and ensure administrative support as required.
- Arrange for and/or attend meetings on day-to-day administrative matters, participate in discussions of new or revised procedures and practices, interpret and assess the impact of changes and make recommendations for follow-up action.

- Prepare, on own initiative, correspondence, reports, evaluations and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
- Assist in the preparation of office budgets applicable to staff and servicing costs and maintain necessary budgetary control records.
- In addition to general administration responsibilities, may also supervise directly or indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Arrange for requisition of office supplies and equipment and arrange for control of distribution and maintenance of appropriate inventory records.
- Perform other related duties as required.

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

- Completion of High school diploma is required.
- Minimum 3 years relevant work experience is required.
- IT-Computer Literacy is required.
- Knowledge of English is required.

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

- Certificate in Business Administration, Finance, Office Management, Human Resources or other related fields is desirable.

### **Required Competencies:**

#### **Core Competencies**

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

#### **Cross-Functional Competencies**

- Analytical Thinking
- Planning and Organizing
- Change Capability and Adaptability

### **Eligibility:**

**Group I candidates:** Interested staff members should consult the Recruitment and Assignment of Locally Recruited staff (RALS).

Group I comprise current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

**Group II candidates:** comprises candidates that have previously been vetted and notified after applying to the Group II general profile pool at the date of publishing this vacancy notice.

If you have questions regarding your eligibility, you may also contact the HR Unit.

### 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.

*Refugees – who cares? We Do*