

PRIVATE SECTOR PARTNERSHIP
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. CANTO/PSP/VN/024

Title of Post	Senior Administrative Assistant	Category/grade	General Service, G5
Post Number	10031745	Type of contract	Fixed-Term Appointment
Location	Toronto, Canada	Date of Issue	5 January 2021
Effective date of assignment	March 2021	Closing Date	25 January 2021

1. Organizational Context:

- The Senior Administrative Assistant will provide administrative support to the office where the position is located.
- The Senior Administrative Assistant normally has no direct supervisory functions though it rests upon the supervisor of the post to make time specific arrangements subject to a given situation. The incumbent will function under direct supervision of the Administrative Associate, who is required to monitor the performance of the incumbent and provide regular guidance. S/he may liaise with local suppliers and/or officials and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.
- All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

2. Duties

- Assist in interpreting and processing of entitlements, issuance of contracts and maintenance of various personnel records and files.
- Attend meetings on day-to-day admin matters; administer the movement of UNHCR staff members and monitor their attendance records, leave plans, overtime and visa requirements.
- Search office files and records relating to a variety of topics for information and reference. Select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents.
- Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records.
- Assist in administrative formalities related to travel arrangements and issuance/ renewal of visas, licences, travel arrangements and other similar documents.
- Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential.

- Arrange appointments and maintain supervisor's calendar, receive visitors, place and screen telephone calls and answer queries with discretion; Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Assist the management to organise and run UNHCR Office and Residential (wherever applicable) compounds.
- Facilitate various official missions of UNHCR staff and other persons of concern to UNHCR.
- Prepare attestations and certificates required by the staff members for signature of senior officer.
- Assist in processing MIP and various other claims by UNHCR staff and other clients of UNHCR.
- Perform other related duties as required.

3. Minimum Qualifications

Education & Professional Work Experience

- **Years of Experience / Degree Level: G5**
 - 2 Years of relevant experience with High School Diploma; or
 - 1 year relevant work experience with Bachelor or equivalent or higher.
- **Certificates and/or Licenses:**
 - Business Administration, Finance, Office Management, Human Resources or other related field.
- **Relevant Job Experience**
 - Essential: Not specified.
 - Desirable: Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- **Functional Skills**
 - *IT-Computer Literacy;
 - UN-UN/UNHCR Administrative Rules, Regulations and Procedures;
 - UN-UN/UNHCR Financial Rules and Regulations and Procedures
 - IT-PeopleSoft Applications
- **Language Requirements**
 - Knowledge of English and/or UN working language of the duty station if not English.

4. Competency Requirements

Core Competencies:

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

Managerial Competencies:

- Not specified.

Cross-Functional Competencies:

- Analytical Thinking
- Planning and Organizing

5. Operational Context

- The incumbent will work under the direct supervision of the Administrative Associate and technical support of the Senior Regional ICT Officer. S/he has working relationships with UNHCR staff members in the office

and at regional level. S/he may liaise with local suppliers and/or officials on routine subject matters under the direction of the supervisor.

- The Senior Administrative Assistant will ensure the routine services and activities within Administration and ITC domain are implemented effectively. The incumbent will also facilitate the smooth functioning of the office and the least disruption to the substantive work of the staff members.

Specific areas of duties and responsibilities

- Under Administration, the incumbent of the position will:
 - Manages Lease and insurance agreement of the office property
 - Tracks the revenue and prepare reports and analysis
 - Assists in processing of payments and maintains relationship with suppliers
 - Prepares correspondence, reports, evaluations and note for the files as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility,
 - In addition to general administration responsibilities, coordinates activities related to office maintenance, security, transport and similar services,
 - Assists with procurement processes
- Under ICT, the incumbent will:
 - Maintains liaison with internet provider and telecom companies to ensure availability of internet connection at all time
 - Ensures IT and telecom incidents are addresses efficiently
 - Provides technical support in professional manner,
 - Ensures the network (LAN) is properly maintained,
 - Ensures the availability of adequate IT supplies and
 - Manages imaging and setup of new desktops/laptops,
 - Assists with installation of software packages
 - Tracks ICT equipment, evaluate needs for upgrading and eventually replacing ICT equipment to meet UNHCR standards
 - Perform all other related duties as required

6. Eligibility Criteria

- Candidates must be eligible to work in Canada.

7. 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>

8. Submission of Applications

To apply for this position, please fill in the UN Personal History/Supplementary forms, found on our website <https://www.unhcr.ca/careers> and send those forms along with your cover letter and CV to the email address cant1adm@unhcr.org. Please indicate “**CANTO/PSP/VN/024–Senior Administrative Assistant**” in the subject line.

Late applications will not be accepted.

Please note that only shortlisted candidates will be contacted.

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.

We regret we do not accept any phone calls.