

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No 15/2018

Title of Post	Administrative Assistant (travel) – LICA4		
Section/Unit	Administration	Contract Type	UNOPS - LICA
Location	Rabat, Morocco	Duration	1 Year with possibility of extension
Effective date of assignment	01/01/2019	Closing Date	27/11/2018

Organizational Context:

The Administrative Assistant will provide administrative assistance and work under the direct supervision of the Assistant Admin/Finance Officer (direct supervisor) to ensure that routine services and activities within the administrative domain are properly implemented. Subject to the nature of the task/assignment in hand. S/he will receive regular guidance from his/her supervisor. As per specific instructions, the incumbent will be responsible for travel arrangements and organisation of capacity building events with the government. This may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor.

Functional Statement:

Accountability:

- 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.

Responsibility:

- Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
- Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required;
- Receive, register, route correspondence and office pouch. Maintain a follow up system
- 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.
- Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.

Essential minimum qualifications and professional experience required:

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

Required Competencies:

- Analytical thinking

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, along with the signed P11 form by e-mail clearly stating the title of the position, Vacancy notice number and Last Name in the subject line to: morrajob@unhcr.org by the closing date.** The new version of the Personal History Form (P11) is attached.

No late applications will be accepted. Only short-listed candidates will be contacted. Shortlisted candidates may be required to sit for written test and oral interview.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training 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.