VACANCY NOTICE

JO#36787 - Senior Admin Assistant

Eligible Applicants
This Job Opening is available to eligible UNHCR staff members and external applicants.
Candidates must be legally present in Hungary at the time of application, recruitment and hire.
Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

Procedures and Eligibility
Interested applicants should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS).

Duties and Qualifications
Senior Administrative Assistant

Organizational Setting and Work Relationships
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 always function under direct supervision of a Senior Officer often Administrative Officer, 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.

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.

Minimum Qualifications
Education & Professional Work Experience
Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
NOTE: A completed and relevant minimum first level university degree (equivalent to BA or higher) shall count in full (100%) towards the required years of work experience. Priority will be given to eligible applicants meeting the full requirements.
Salary range: NET 431,375 HUF- NET 505,304 HUF

Field(s) of Education
not specified
(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses
Business Administration,   Finance,   Office Management,
Human Resources   or other related field.
(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience
Essential
Not specified

Desirable
Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills
*IT-Enterprise Resource Planning (ERP)
*IT-Computer Literacy
UN-UN/UNHCR Administrative Rules, Regulations and Procedures
(Functional Skills marked with an asterisk* are essential)

Language Requirements
For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.
For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.
For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to

the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Position Competencies
Core Competencies:
Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Cross-Functional Competencies:
Analytical Thinking
Planning and Organizing

Language Requirements
Please also note that English is essential for this Job Opening.

Closing Date
The closing date is 26/05/2022.
The position number is #10030535

BENEFITS:Annual leave: UNHCR staff members holding a fixed-term appointment will accrue annual leave at the rate of 2.5 working days for each full calendar months of service (i.e. 30 working days per year). Pension system: Staff members holding a fixed-term appointment will become participants in the United Nations Joint Staff Pension Fund (UNJSPF). Health insurance plan: locally recruited staff members in Budapest will be enrolled in the Medical Insurance Plan (MIP). The coverage is also optionally available for eligible family members.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted. UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Applications can be submitted here:
https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=36787&PostingSeq=1