



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

(STANDARD)

PART 1 – IDENTIFICATION OF POST

1.1 POST No. :

1.2 POST TITLE :Assistant Administrative Officer

POST GRADE: P1

1.3 LOCATION :

PART 2 – POST REQUIREMENTS

2.1 DESCRIPTION OF RESPONSIBILITIES (Describe the specific tasks/responsibilities assigned to this post. If this is a regional post, please indicate also countries covered)

1. Participates in the recruitment and training of General Service staff for specialized and non-specialized work and assign General Service staff to meet work requirements;
2. Supervises activities concerned with office and grounds maintenance, security, transport and similar services;
3. Briefs international staff on general administrative matters, provide advice and ensure administrative support as required;
4. Assists in the preparation of submissions of new or revised procedures and practices;
5. Prepares correspondence, special reports, evaluations and justifications as required on general administrative matters;
6. Handles all personnel matters related to attendance records leave, issuance of visas, licence, etc.
7. May be required to supervise and coordinate the work of lower-level staff;
8. Undertakes other duties as required.

2.2 MINIMUM ESSENTIAL QUALIFICATIONS (to perform work of the post)

2.2.1 COMPETENCIES (List the reference numbers and names of the applicable functional and managerial competencies – CMS booklet provides reference numbers, competency names, definitions and indicators – considered to be particularly relevant and most desirable for appointment to the above post)

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> MC01	Strategic Planning
2. <input type="checkbox"/> MC02	Leadership
3. <input type="checkbox"/> MC03	Managing Performance
4. <input type="checkbox"/> MC04	Coaching and Developing Staff
5. <input type="checkbox"/> MC05	Managing Resources
6. <input type="checkbox"/> MC06	Political and Organization Awareness

2.2.2 EDUCATION

- PRIMARY EDUCATION SECONDARY EDUCATION UNIVERSITY DEGREE
 ADVANCED UNIVERSITY DEGREE HIGHEST LEVEL UNIVERSITY DEGREE

DISCIPLINE (Please specify): Business Administration or related field.

2.2.3 JOB EXPERIENCE (Indicate the minimum number of years of practical experience required by the post)

Previous Job Experience : 2 years

Job Experience relevant to the function : 2 years

(defined functional competencies):

In an International capacity:

2.2.4 LANGUAGE(S)

Essential to perform work of post (Please refer also to Post Vacancy Notice)

English French Spanish Arabic Russian Chinese

Other language(s) (Specify): Another relevant UN language

* Knowledge of the local language is essential (* For NPO post (national professional category))

2.3 DESIRABLE QUALIFICATIONS & COMPETENCIES (such as UNHCR Learning Programmes /Other training / additional languages /Field, HQs experience, etc...)

Communication skills

Computer skills

PART 3 – JOB ANALYSIS QUESTIONNAIRE

3.1 SUPERVISION EXERCISED (Indicate the post number and grades of classified posts directly supervised by the post, where appropriate) :

Professional :

General Service :

Consultant :

Other (specify) :

3.2 SUPERVISION RECEIVED (Describe the nature and extent of direct or indirect guidance exercised by the supervisor and the degree to which guidelines apply in the performance of the duties of the post)

Direct supervision is received from the immediate supervisor. The incumbent will also refer to UNHCR and UN handbooks and policy papers concerning administrative rules and regulations

3.3 WORK RELATIONSHIPS AND CONTACTS (Describe the nature or type of contact related to the post. With whom and for what purpose?)

Within UNHCR(In the case of a Line Manager's post, please indicate also the post number/title of the regional global post indirectly supervised):

With EXTERNAL Parties:

3.4 IMPACT OF WORK (Indicate the level of decision making and the effect of proposals and recommendations made by incumbent of the post. Please indicate also, what are the consequences of errors on the objectives of the Organisation resulting from the decisions, recommendations and proposals made at the level of the post under review.)

Proposals, if accepted, affect the work of the immediate organisational unit. Decisions are limited to methods of work or individual cases. Errors normally would cause damage only to incumbent and loss of time to immediate organisational unit.