

**Job Description Form**

Classification Date: June 2019

1. **Job Type**  Standard
2. **Job Information**

|  |  |  |
| --- | --- | --- |
| **Title Senior Administrative Associate** | | |
| **Functional Group - Level 1**  5 | **Grade** G7 | |
| **Functional Group - Level 2**  5.1 | **Job Code**  000486 | |
| **Functional Group - Level 3** 5.1.a | **CCOG Code** 2.1.02.a | |
| **Functional Clearance Required** No | |  |

|  |  |
| --- | --- |
| **FOR EXPERT POSITIONS ONLY** | |
| **Position Number** | **Location** |
| **Supervisor Position Number** |  |
| **Supervisor's Title** | **Supervisor Grade** choose an item |

1. **Organizational Setting and Work Relationships**

The Senior Administrative Associate is responsible for assisting the concerned manager in the implementation of general administrative and resource management tasks. The incumbent will work quite independently on regular assignments with an oversight from the supervisor, who will provide general guidance and work plans for identifying work priorities and appropriate approaches; work is controlled for meeting expected results and conformity to policy and procedures. S/he is normally supervised by a (Senior) Administrative Officer or a National Administrative Officer.

The incumbent may directly supervises some support staff. Contacts on administrative related issues are mainly with Sections/Units/Offices within the organization both at HQ and in the Field and with local suppliers/services/partners/national authorities on routine subject matters as well as on matters of importance to the Organization.

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.

1. **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.
* Analyses and maintains an overview of the work of the office to ensure that timely administrative support is provided in general and specialized areas.
* Participates in the recruitment and training of General Service staff for specialized and non-specialized work and assigns General Service staff to meet work requirements.
* Reviews and evaluates work of subordinates directly or through lower-level supervisors.
* In addition to general administration responsibilities, may also supervise, directly and indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
* Briefs international personnel on general administrative matters, provides advice and ensures administrative support as required.
* Advises and assists senior staff in the area of office management.
* Arranges for and/or attends meetings on day-to-day administrative matters, participates in discussions of new or revised procedures and practices, interprets and assesses the impact of changes and makes recommendations for follow-up action.
* Prepares correspondence, special reports, evaluations and justifications as required on general administrative or specialized tasks that may be of a confidential nature within the assigned area of responsibility.
* Perform other related duties as required.

1. **Minimum Qualifications**

**Education & Professional Work Experience**

**Years of Experience / Degree Level**

*For G7 - 4 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher*

**Field(s) of Education**

*Not applicable.*

(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-Computer Literacy;*

*\*MS-Drafting, Documentation, Data Presentation;*

*\*UN-UN/UNHCR Administrative Rules, Regulations and Procedures;*

*UN-UN/UNHCR Financial Rules and Regulations and Procedures;*

*SC-UNHCR Procurement Rules and Procedures;*

*IT-PeopleSoft EPM/Budget;*

(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****.*

1. **Competency Requirements**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

**Core Competencies:**

*Accountability*

*Communication*

*Organizational Awareness*

*Teamwork & Collaboration*

*Commitment to Continuous Learning*

*Client & Result Orientation*

**Managerial Competencies:**

*Empowering and Building Trust*

*Managing Performance*

**Cross-Functional Competencies:**

*Analytical Thinking*

*Planning and Organizing*

*Change Capability and Adaptability*

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.