

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

# Terms of Reference

## Administrative Assistant (Replacement Capacity)

### Private Sector Partnership Unit

UNHCR, the UN Refugee Agency, is offering a full-time position within the Private Sector Partnership Unit in Dubai.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title:** Administrative Assistant (Replacement Capacity)

**Duty Station:** Dubai, UAE

**Contract Type:** UNOPS – LICA-4 - open for nationals and candidates holding valid residency in UAE

**Advertisement closing date:** 5<sup>th</sup> March 2021

**Start date:** As soon as possible

## Organizational context

The PSP MENA operation has been growing steadily and significantly over the past few years, reaching 60 team members (between staff, UNOPS and consultants). With projected income of 27.8 million USD in 2018 it is imperative that PSP operation continue to make changes to the staff structure, where adding and/or replacing candidates is a necessary part of the process. The need for extra resources to help with the ever-growing tasks and responsibilities is becoming crucial. These range from inducting staff into the office and all related duties, attendance, managing leave and arranging all travels.

The Administrative Assistant will provide administrative assistance to the immediate supervisor and Head of the Office to ensure that routine services and activities within the administrative domain are properly implemented during the maternity leave.

The incumbent receives regular guidance and instructions from the supervisor on successive steps. S/he may liaise with other internal or external entities on routine matters and on more complex subjects upon specific instructions of the supervisor. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices.

## Duties and Responsibilities

Under the supervision of the Senior Administrative/Finance Associate, the individual contractor will assist in the following:

- Developing or maintaining an accurate and up to date records management system (including classifying and coding electronic and hardcopy files).
- Draft routine correspondence, memoranda, and reports by using the appropriate technology.
- 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.
- 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 Senior PSP Officer.
- Aiding in the procurement process, starting with acquiring quotations up to and including the finalization of the whole process.
- Providing assistance in the arrangement of travel including hotel and transportation bookings.
- Monitor office facilities and equipment and in consultation with the supervisor take appropriate action to ensure proper functioning at all time.

- Working cooperatively with Admin Associates and the rest of the PSP MENA team to support the achievement and delivery of PSP annual work plan activities in general and admin/ finance goals and objectives.
- Any other responsibilities/functions deemed necessary by the supervisor/or Senior PSP Officer to meet the level of the services in the organization.
- Perform other related duties as required.

## Essential minimum qualifications and professional experience required

- Completion of Secondary education with certificate/training in Business Administration, Finance, Office Management, Human Resources or another related field.
- Minimum 4 years of previous job experience relevant to the function.
- Computer skills (MS office and People soft applications).
- Fluency in English and working knowledge of another relevant UN language or local language.
- In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

## Desirable Competencies

- Analytical Thinking
- 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.
- Excellent organization skills.
- Excellent communication and interpersonal skills.
- Attention to details.

## Language

Candidate should have excellent command over English language and knowledge of Arabic language is desirable.

## Location

The successful candidate will be based in Dubai, UAE

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to [SAURIHR@unhcr.org](mailto:SAURIHR@unhcr.org) indicating “Administrative Assistant (Replacement Capacity)” in the subject of the email.

P11 forms are available on [https://unhcr.org/recruit/UNHCR\\_Personal\\_History\\_Form.docm](https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm)  
Supplementary form [https://unhcr.org/recruit/UNHCR\\_PHF\\_Supplementary.docm](https://unhcr.org/recruit/UNHCR_PHF_Supplementary.docm)

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.