



UNHCR

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

Terms of Reference

Senior Executive Support Assistant

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: Senior Executive Support Assistant

Duty Station: Dubai, UAE

Contract Type: UNOPS – LICA-5 (open for nationals and candidates holding valid residency in UAE)

Advertisement closing date: 25th of February 2022

Start date: As soon as possible

Organizational context

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern.

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources for refugees from the private sector. UNHCR has developed a Private Sector Fundraising Strategy 2018-2025 which has the ambition of growing PSP into a service capable of generating \$1 Billion annually and identifies priority fundraising markets and regions.

PSP MENA is headquartered in Dubai UAE and as such is the largest office representing the entirety of support function for this unit, housing regional functions such as Communications & Engagement, Islamic Philanthropy and Operations which include back-end support.

Reporting to the Chief of Section, the role of this position is to provide administrative and support services to the Supervisor to ensure coordination of tasks and the flow and management of information. The incumbent will be responsible for managing all matters related to the Chief of Section internal/external engagement and day-to-day activities and would support the Supervisor in responding to queries, coordination, calendar and information management.

Duties and Responsibilities

Under the supervisor of the Chief of Section, the main tasks of the Senior Executive Support Assistant will be the following:

- Provide secretarial and administrative support to the UNHCR Office thus it's better able to meet its objectives.
- Arrange appointments and maintains supervisor's calendar. Receive visitors, places and screens telephone calls and answers queries with discretion.
- Arrange meetings, both internal and external, some involving high-ranking officials, and take minutes and/or notes at meetings.
- Prepare informal translations and may act as interpreter.
- Draft correspondence, documents and reports, some of which are highly confidential.
- Receive, screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Draft official correspondence, documents and reports on routine matters and/or for clearance by the supervisor and ensure follow-up. Maintain filing system for electronic and hard copy documents.
- Maybe required to assist in Human Resources tasks (attendance record, travel arrangements, preparation of travel authorization, /claims, etc.) for staff within the unit.
- Assist in the preparation of visit programmes, briefings on issues covered by the Unit, collection of documentation for briefing kits, talking points and other material for missions, meetings and visits.
- Perform other related duties as required.

Essential minimum qualifications and professional experience required

- Completion of Secondary education with preferably a degree in Business Administration, finance, Office Management or Human Resources and/or other related fields.
- Minimum 2 years relevant experience with High School Diploma; or 1-year relevant work experience with Bachelor or equivalent or higher.
- Experience in office management.
- Knowledge of the UN system preferably with UNHCR or another UN Agency is a plus.

Desirable Competencies

- Excellent written, interpersonal, and oral communication skills.
- Excellent organizational skills
- Excellent Communication and interpersonal skills.
- Awareness of humanitarian affairs, and good writing skills.
- Attention to detail and result oriented.
- Ability to manage multiple initiatives and priorities within specified timeframes.

Language

- Fluency in written and spoken English language

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 indicating “Senior Executive Support Assistant” in the subject of the email.

P11 forms are available on https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm
Supplementary form 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.