



UNHCR

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

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. NEP/062/2022

Title of Post	Assistant Admin Officer	Category/grade	National Professional Officer/NOA
Post Number	10005820	Type of contract	Fixed-term appointment
Location	Kathmandu, NEPAL	Date of Issue	20 April 2022
Effective date of assignment	As soon as possible	Closing Date	03 May 2022

Organizational Setting and Work Relationships:

The Assistant Administrative Officer is responsible for supporting the UNHCR Nepal Office in the implementation of general administrative, financial, and resource management tasks. The incumbent assists the Supervisor in all administrative matters addressing day to day tasks and contributing to deliver administrative activities.

S/he will contribute to establish and maintain efficient administrative control mechanisms to ensure compliance with UN administrative, financial and human resources rules and procedures. Contacts on administrative/budgetary related issues are mainly with Sections/Units/Offices within the organization both at HQ and in the Field and with local suppliers/services to ensure provision of services and resolution of difficult problems. Frequent external contacts are counterparts in other organizations or in national Governments at working level related to issues of importance to the Organization's programmes.

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. The incumbent may directly supervise general service staff.

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.

Operational Context:

The Assistant Administrative Officer is responsible for supporting the UNHCR Nepal Representation in the implementation of general administrative, financial, procurement and resource management tasks. The incumbent assists the Representative in all administrative matters addressing day to day tasks, including the administrative support of a total of 19 staff members.

The incumbent needs to support the Representative in duty of care activities for staff, including Covid related and security related issues in the interest of staff. S/he will represent UNHCR in relevant fora, in particular of the United Nations in Nepal, related to duty of care, security, medical, gender parity, inclusion of persons with special needs, among others.

The position is supervising currently: Senior Finance Associate (1), Senior Administration Assistant (1), a messenger (1) and drivers (3). However, a considerable amount of the processes related to Finance, Supply, Accounting, Procurement, Administration is directly managed and implemented by this position.

The Assistant Administrative Officer assists the Protection and Programme Officer/ unit in managing and addressing day to day operational tasks and is in this way contributing to the quality and efficient delivery of operational activities by UNHCR Nepal. S/he will be a member of a multi-functional team and requires the desire and the capacity to be a strong team member and supporter. S/he will provide support to cash-based interventions delivery.

Duties:

- Monitor the day-to-day personnel and administrative operations of the office.
- 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.
- Supervises activities concerned with office and grounds maintenance, security, transport and similar services.
- Briefs international staff on general administrative matters, provide advice and ensure administrative support as required.
- Contributes to the preparation of submissions of new or revised procedures and practices.
- Prepares correspondence, special reports, evaluations and justifications as required on general administrative matters.
- Handles all personnel matters related to attendance records leave, issuance of visas, licence, etc.
- Coordinate training and capacity-building activities to staff in administrative related areas.
- Facilitate the mission travel of staff, including following up on travel authorizations, bookings, tickets.
- Perform other related duties as required.

Minimum Qualifications:

Education & Professional Work Experience

Years of Experience / Degree Level

1 year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree

Field(s) of Education

Public or Business Administration; Economics; or other relevant field.

Certificates and/or Licenses

Not specified.

Relevant Job Experience

Essential

Not specified.

Desirable

Good knowledge of UNHCR's administrative rules and procedures. Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills

**IT-Computer Literacy
UN-UN/UNHCR Administrative Rules, Regulations and Procedures
CM-Strategic Communication
MS-Drafting, Documentation, Data Presentation
SC-UNHCR Procurement Rules and Procedures
UN-UN/UNHCR Financial Rules and Regulations and Procedures
IT-PeopleSoft EPM/Budget
IT-MS Office Applications
RM-Resource Management
FI-Funds Monitoring/Identifying cash flow problems
(Functional Skills marked with an asterisk* are essential)*

Language Requirements

Knowledge of English and local language.

Competency Requirements:

Core Competencies

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies

Managing Performance
Empowering and Building Trust
Judgement and Decision Making
Managing Resources

Cross-Functional Competencies

Planning and Organizing
Analytical Thinking
Stakeholder Management

Eligibility:**Candidates must be Nepali Nationals.**

Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS, UNHCR/AI/2020/1/Rev.2). If you have questions regarding your eligibility, you may also contact the HR Unit.

In line with the RALS, the below categories of candidates are eligible to apply for internally/externally advertised vacancies:

Group 1 candidates: Current NPO staff members holding an indefinite or fixed-term appointment are eligible to apply to advertised positions in the NPO category at their personal grade and one grade below or above, as Group 1 candidates.

External candidates: All other candidates are eligible to apply to positions in the NPO category as external candidates, including GS staff members holding a university degree and fulfilling eligibility requirements, regardless of grade or length of service, who may apply to any vacant NPO position in their country of assignment for which they qualify. External candidates must meet the essential minimum requirements of the position.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>.

Submission of Applications:

Interested candidates meeting the above requirements are requested to submit their application/motivation letter along with **duly filled and signed Personal History Form by e-mail to NEPKA@UNHCR.ORG clearly stating the position title, vacancy notice number and your Last Name in the subject line by the closing date.**

The Personal History Form and its supplementary sheet can be downloaded from: https://www.unhcr.org.th/sites/default/files/u11/P11_UNHCR.docm and https://www.unhcr.org.th/sites/default/files/u11/P11SUP_UNHCR.docm

No late applications will be accepted. Only shortlisted candidates will be contacted for the assessments, which shall include written test and interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

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.



“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.”

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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