



United Nations High Commissioner Refugees (UNHCR)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No.: 2015/HCR/SSDJJ/050

Please circulate widely in other agencies
and government offices at your duty stations.

Title of Post	Secretary	Grade	G4
Post Number	10021721	Date of Issue	14/10/2015
Location	Jam-Jang, South Sudan	Closing Date	27/10/2015

ORGANIZATIONAL CONTEXT. Define *the role of the position within the team*, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

The position is located in a Unit or Section within Headquarters or in the field. The Secretary provides secretarial and administrative support to the Unit as a whole.

The incumbent receives regular guidance from his/her supervisor. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The assignments are mostly standard tasks including limited interpretation of subject matter and information exchange between staff in the office, at the duty station and external officials of other institutions to ensure mutual understanding.

Accountability (*key results that will be achieved*)

- The UNHCR Office has sufficient secretarial and administrative support thus better able to meet its objectives.

Responsibility (*process and functions undertaken to achieve results*)

- Prepare correspondence for signature, checking enclosures and addresses, and draft correspondence on routine matters.
- Arrange appointments/meetings both internal and external, some involving high ranking officials.
- Receive visitors, place and screen telephone calls, respond to routine requests for information and take notes at meetings as and when required.
- Type a wide variety of material from drafts and printed texts using a word processor. Proof-read for correctness and maintain office records and reference files on various subjects.
- Assist in making travel arrangements.
- Receive, review, sort and distribute all incoming and outgoing material, highlight priority items and attach necessary background information.
- May be required to maintain/update confidential files.
- Perform other relevant duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Access the relevant information and records which may be sensitive and confidential.
- Prioritise tasks in consultation with the supervisor and organise work independently.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of Secondary education or equivalent technical or commercial school with Secretarial training and/or certificate.
- Minimum 3 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.

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Submission of Applications

This vacancy is open for qualified South Sudanese **ONLY**. **Female candidates are encouraged to apply.**

IMPORTANT

Applicants are required to submit a motivation letter and P11 in an envelope addressed to Human Resources Officer, UNHCR Representation Office, Juba or via email to SSUDJUHR@unhcr.org, **not later than 12:00 (noon) 26 October 2015**. Applicant should clearly indicate the vacancy notice number and the Title of the Position on the envelope or in the subject line of the email.

The submitted documents will not be returned to the applicants. Only short listed candidates will be contacted and invited for a written test and interview. **Late and incomplete applications will not be considered.**

UN Personal History Form (P.11) is available in the UN Website, www.un.org or you can collect it from UNHCR Office, located at Ministries Road, behind Sudan Council of Churches (SCC).

Refugees – who cares? WE DO!

