



UNHCR

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

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

Title: **Administrative/Programme Associate, GL6
(On Replacement Capacity)**

Date of Issue: **12 February 2012**

Duty Station: **Iraq-Dohuk**

Deadline for applications: **25 February 2012**

Major Duties and Responsibilities:

The incumbent will undertake the following responsibilities under the direct supervision of the Assistant Field Officer in Dohuk & the Programme Officer in Erbil:

- Analyze and maintain an overview of the administration work of the office to ensure that timely administrative support is provided in general and specialised areas and supervise office-related activities with such as grounds maintenance, security, transport and similar services.
- Collect information mainly from records and reports and prepare periodic and ad hoc reports on programme and projects activities.
- Prepare correspondence, special reports, evaluations and justifications as required on general administrative or specialised tasks which may be of a confidential nature within assigned area of responsibility.
- Organise and monitor data on project/programme activities by reviewing a variety of records including control plans, progress reports, project inputs, budget and financial expenditures.
- Maintain records of financial transactions, reconciliation of accounts and preparation of recurring or special reports, calculation and payment of salaries, allowances, travel claims and other payments to staff members.
- Arrange for and/or attend meetings on day-to-day administrative matters, participate in discussions of new or revised procedures and practices.
- Assist officers by providing reports on financial status, procedures, exchange rates, costs and expenditures, hereby noting potential funding problems and exercising budget control.
- Assist in the implementation of asset management, including provision and analysis of detailed cost estimates and purchasing.
- Collect register and maintain information on project activities by reviewing reports and through first-hand sources
- Brief staff on general administrative/personnel matters in connection with their assignment and provide Assistance to all staff members in the area of office administration.
- Preparation of and participation in training of implementing partners.
- Perform any other duty, as required.

Essential qualifications, knowledge and experience:

Education

Completion of secondary education with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field;
University Degree in the Post's related fields is an asset.

Personal qualities:

Highly motivated with strong interest in humanitarian work, dynamic and energetic with strong personality to manage work pressure.
Resources Management, Analytical Thinking, Planning and Organizing.

Skills and Experience

Skill(s): Communication skills
Very good computer Skills (MS office and People soft applications).

Desirable Qualifications & Competencies

Knowledge and working experience of MSRP Finance and EPM Budget applications.
Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Languages

Excellent knowledge of English, Arabic and Local Language (written/oral/comprehension).

**Interested applicants should forward the UN history form
(P-11) with a covering letter in English explaining their interest in the position to:
e-mail: irqbaadm@unhcr.org**

Please indicate the post title you are applying for.

Only short-listed applicants will be contacted, and engagement is needed immediately.