



# UNHCR

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

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

Title: **Principal Secretary – GL6**

Date of Issue: **12 February 2012**

Duty Station: **Iraq – Erbil**

Deadline for applications: **25 February 2012**

### Major Duties and Responsibilities:

The incumbent will undertake the following responsibilities under the direct supervision of the Head of Erbil Sub Office of UNHCR Iraq:

1. Arranges appointments and maintains supervisor's calendar, receives high-ranking visitors, places and screens telephone calls and answers queries with discretion.
2. Prepares briefing materials for supervisor for official trips or special meetings.
3. Arranges meetings with high-ranking officials and official receptions given by the supervisor.
4. Prepares informal translations.
5. Receives screens, logs and routes correspondence, attaches necessary background information and maintains follow-up system.
6. Selects and makes pertinent abstracts and undertakes searches for information.
7. Drafts non-substantive correspondence and ensures follow-up.
8. Types correspondence, documents and reports, etc., some of which are highly confidential;
9. Maintains policy, confidential and general management files.
10. Keeps lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
11. Makes travel arrangements for the supervisor and performs liaison duties with other units.
12. Ensures timely administrative procedures (hospitality expenses, education grants, home leave etc...).
13. Performs other related duties as required.

### ● **Essential minimum qualifications and professional experience required:**

Completion of the Secondary education. Post-secondary training in secretarial work, office management or related field. Proficiency in computer use.

### ● **Personal qualities:**

- ◆ Highly motivated with strong interest in humanitarian work, dynamic and energetic with strong personality to manage work pressure.
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### ● **Skills and Experience:**

- ◆ Minimum 4 years of relevant job experience.
- ◆ Familiarity with PowerPoint and Excel an advantage.
- ◆ Good diplomatic and communication skills
- ◆ Computer skills

### ● **Languages:**

Fluency in written and spoken English. Working knowledge of a UN second language.

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](mailto:irqbaadm@unhcr.org)

Please indicate the post title you are applying for.

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

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