FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. IRQ/BGDFTA/2020/017

<table>
<thead>
<tr>
<th>Title of Post</th>
<th>Executive Support Associate</th>
<th>Category/grade</th>
<th>General Service, G6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Number</td>
<td>10015040</td>
<td>Type of contract</td>
<td>Fixed-term appointment</td>
</tr>
<tr>
<td>Location</td>
<td>Baghdad, Iraq</td>
<td>Date of Issue</td>
<td>14 May 2020</td>
</tr>
<tr>
<td>Effective date of assignment</td>
<td>As soon as possible</td>
<td>Closing Date</td>
<td>27 May 2020</td>
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**Operational Context:**

The position of Executive Support Associate is located within UNHCR Representation Office in Baghdad, Iraq. The role of this position is to provide administrative and secretarial support services to the Representative, in order to ensure the smooth running of the Office and its flow and management of administrative and routinely information.

This would involve direct contact with other staff members and contacts with the teams of high-ranking officials, both within and outside UNHCR. The incumbent prioritizes tasks and organizes work independently based on direction from the Supervisor and has access to highly sensitive and confidential information. The incumbent should have excellent written and spoken Arabic and English.

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.

**Duties**

- Arrange appointments and maintain Supervisor’s calendar, ensure attendance and well set up of meeting rooms, and screen telephone calls.
- Arrange meetings with high-ranking officials and official receptions given by the Supervisor.
- Ensure that high-level visitors are appropriately informed, that they receive background information as necessary, and that the necessary protocols are respected.
- Manage the flow of information to/from the Supervisor and other senior staff; identify priority matters that need to be urgently addressed or signed by the Supervisor. Follow up to ensure that appropriate administrative action is being taken by senior managers on tasks determined by the Supervisor.
- Prepare briefing materials for Supervisor for official trips or special meetings including agenda, travel details and background documents prepared by the Executive Assistant.
- Prepare informal translations if required.
- Receive screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Draft non-substantive correspondence and ensure follow-up.
- Type correspondence, documents and reports, etc., some of which are highly confidential.
- Select and make pertinent abstracts and undertake searches for information.
- Maintain a file management system according to UNHCR policies, including general and confidential files.
- Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Ensure administrative procedures (travel, hospitality expenses, etc.) will be timely concluded.
- Perform other related duties as required.

**Functional Skills:**

- *IT-Computer Literacy.
- *MS-Drafting, Documentation, Data Presentation.
- MS-Editing.
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures.

*(Functional Skills marked with an asterisk* are essential)*

**Competency requirements:**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

**Core Competencies:**
- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

**Cross-Functional Competencies:**
- Analytical Thinking
- Planning and Organizing
- Political Awareness
- Minimum qualifications:

**Minimum qualifications:**
- 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher.
- Excellent knowledge of English and local language.

**Desirable qualifications:**
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
Certificates and/or Licenses:

- Secretarial;
- Business Administration;
- Human Resources;
- Office Management or a related field;

(Certificates and Licenses marked with an asterisk* are essential)

Eligibility:

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

An applicant who has internal status is:
- Current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.
- Current locally recruited UNHCR staff members holding a temporary appointment.
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females).
- National United Nations Volunteers currently working for UNHCR.
- National UNOPS and individual contractors currently working for UNHCR.
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member’s personal grade.
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment.
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment.
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

External candidates:
External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

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 applicants should apply through the provided link https://www.unhcr.org/iraq-jobs, attaching the new personal history form (external applicants) or factsheets for (Internal applicants) with a covering letter in English explaining their interest in the position.

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.
Kindly note that only electronic applications submitted through the website will be considered. No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

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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