

FEMALE CANDIDATES ARE STRONGLY ENCOURAGES TO APPLY

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

Functional Title & Grade: Filing Clerk GL3
Duty Station: Baghdad- Iraq
Contractual Status: Temporary Appointment

Vacancy Tracking No.: IRQ/BGDTA/2020/008
Date of Issue: 06 February 2020
Deadline for applications: 15 February 2020

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

The incumbent will undertake the following responsibilities under the direct supervision of the Human Resources Officer in Baghdad.

ORGANIZATIONAL CONTEXT:

The Clerk provides clerical and administrative assistance to the Human Resources Unit in Baghdad, Iraq. The incumbent will be supervised by the HR Officer. S/he receives regular guidance and instructions from the supervisor on procedural aspects of the work. As per specific instructions.

The incumbent is expected to work on building physical and electronic filing system for the Human Resources Unit in Baghdad Iraq. The incumbent will be responsible for ensuring that all physical files in the HR Unit are complete and ensure that the online filing system and HR database is up to date.

FUNCTIONAL STATEMENT:

Accountability

- UNHCR Office has sufficient clerical support thus better able to meet its objectives.

Responsibility

- Sort and prioritize all incoming correspondence, reports, etc. and direct to other responsible staff members where necessary.
- Draft routine correspondence based on instructions provided by the supervisor or based on background information available on office files.
- Maintain calendar of appointments and schedules of meetings and travel for the supervisor, perform such clerical tasks as the completion of travel authorization requests, stationery request forms, etc.
- Make or answer telephone calls directing the caller to the responsible officer concerned and/or taking messages or providing general information.
- Provide general clerical support to visiting staff members.
- Maintain correspondence, reports and confidential files.
- Utilize office equipment and computer as required.
- Perform other related duties as required.

Authority

- Access the relevant information and records which may be sensitive and confidential.
- Priorities tasks in consultation with the supervisor.

REQUIRED COMPETENCIES:

- Planning and Organizing.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- Completion of Secondary Education.
- Minimum 3 years of previous relevant work experience.
- Fluency in English (or UN working language of duty station if not English) and local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Advance computer skills.
- Excellent organization skills.
- Ability to multi-task.
- Innovation and creativity.



UNHCR

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

Interested applicants should apply through the provided link
<https://www.unhcr.org/iraq-jobs>, attaching the new personal history form with
a covering letter in English explaining their interest in the position.
Kindly note that only electronic applications submitted through the website will be considered.
Please note that long-listed candidates may be requested to sit for a written test.
Only short-listed applicants will be contacted, and engagement is needed immediately.

UNHCR IRAQ

