



Administrative Officer Profile

Various Locations

Grade: Junior (P2), Mid (P3) and Senior (P4) Level Positions

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. The organization is constantly seeking talented, compassionate candidates with high integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate. The Administrative Officer establishes and maintains efficient administrative systems and control mechanisms to support the smooth running of the operations and ensure compliance with administrative, human resources and financial rules and procedures.

Duties and responsibilities include:

- Contribute to the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Monitor the day-to-day personnel and administrative operations of the office.
- Advice on personnel and administrative policies and procedures.
- Liaise with Government and other external actors in providing vital supportive services (i.e. processing of residency, visas, tax exemptions, etc.).
- Attend inter-agency and other meetings, with specific focus on general administration, staff safety and human resources issues (i.e. common services), when requested.
- Implement and support roll-out of systems, policies, processes and procedures to improve and strengthen internal controls in line with UNHCR rules and regulations.
- Coordinate the preparation of staffing and administrative budget requirements for the office.
- Participate in a competitive procurement process for selecting, awarding and issuing local contracts, in line with UNHCR regulations, rules and procedures.
- Manage contracts for the premises, cleaning and security services, and other services as and when required.
- Serve as a member of the Local Contracts Committee (LCC).

- Undertake missions to field locations to review administrative arrangements and make appropriate recommendations as required.
- Provide guidance and oversight on processes related to the mission travel of staff.
- Facilitate implementation of administrative initiatives and strategies, including fleet and asset management, as applicable.
- In the absence of an HR Officer, prepare recruitment, appointments and administrative formalities concerning local staff.
- Review and approve the settlement of employee entitlements including DSA, local salaries and the Medical Insurance Plan (MIP).
- Coordinate training and capacity-building activities to staff in administrative related areas.
- In coordination with Human Resources and Field Security, undertake periodic reviews to ensure that the Office premises are set up and staff accommodation are managed in line with the organizational policies and any related issues are brought to the attention of DHR.
- Perform other related duties as required.

Minimum Qualifications and Professional Experience Required:

Years of Experience / Degree Level

- For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree
- For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree
- For P4/NOD - 9 years relevant experience with Undergraduate degree; or 8 years relevant experience with Graduate degree; or 7 years relevant experience with Doctorate degree

For positions at the P2 level:

- Education: Public or Business Administration; Economics; or other relevant field.
- Job Experience: Work experience in at least one of the following fields: Human Resources, Administration, Budget, Finance, and Procurement. Excellent computer skills, in MS Office applications, integrated ERP systems.
- Language: Proficiency in English is required.

For positions at the P3 level:

- Education: Accounting; Public or Business Administration; Economics; or other relevant field.

- Job Experience: At least 2 years of relevant work experience in an intergovernmental organization (United Nations or similar). Good knowledge of United Nations administrative and human resources rules and procedures. Excellent computer skills, in MS Office applications, integrated ERP systems.
- Language: Proficiency in English is required.

For positions at the P4 level:

- Education: Accounting; Public or Business Administration; Economics; or another relevant field.
- Job Experience: Minimum 5 years of relevant work experience in an International Organization (United Nations or similar). Good understanding and/or experience of financial and HR modules of a major Enterprise Resource Planning system (such as PeopleSoft, SAP or Oracle). Excellent communication and negotiation skills. Experience of managing people in multinational/multicultural environments.
- Language: Proficiency in English and knowledge of a second UN language (Arabic/Chinese/French/Russian/Spanish) at B2 is required.

To apply, please visit: [vacancies](#).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.