



UNHCR

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

GREAT/2016/HRR-001

VACANCY NOTICE FOR A FIXED TERM APPOINTMENT

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

UNHCR Greece invites applications from qualified candidates for the following positions:

Position title	Principal Secretary
Position Number	10025772
Category and Level	General Service, GL- 6
Duty Station	Athens
Remuneration	Attractive salary and entitlements as per UN Staff Rules & Regulation
Duration	Initially for a period of 1 year with a possibility for extension
Effective date	2 weeks following the receipt of the offer
Closing Date	4 August 2016

OPERATIONAL CONTEXT

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who continue to arrive in Greece and move onwards under very compelling human and protection conditions.

FUNCTIONAL STATEMENT

The position of Principal Secretary is located within a Division/Bureau at Headquarters or Office of the Representation/Head of Office in the field. The role of this position is to provide administrative and secretarial support services to the Head of Office or immediate Supervisor, in order to ensure the smooth running of the Office and its flow and management of information. This would involve direct contact with other staff members and contacts with high ranking officials, both within and outside UNHCR. The post requires the ability to prioritise tasks and to organise work independently based on direction from the Supervisor.

Accountability

- The Supervisor's office is efficiently managed and appropriate executive support provided to the Supervisor.
- Smooth running of the Office and its flow and management of information are ensured.
- Agenda of the Supervisor is prioritised in order to meet deadlines.

Responsibility

- Arrange appointments and maintain Supervisor's calendar, receive high-ranking visitors, place and screen telephone calls and answer queries with discretion.
- Manage the flow of information to/from the Supervisor and other senior staff; identify priority matters that need to be urgently addressed by the Supervisor.
- Confer with senior managers in the operation and Heads of Sections to secure timely and authoritative information relevant to matters requiring action, facilitating decisions by or authorised approvals from the Supervisor. Ensure follow up to ensure that appropriate action is being taken by senior managers on tasks determined by the Supervisor.



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- Prepare briefing materials for Supervisor for official trips or special meetings.
- 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.
- Prepare informal translations.
- Receive screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Select and make pertinent abstracts and undertake searches for information.
- Draft non-substantive correspondence and ensure follow-up.
- Type correspondence, documents and reports, etc., some of which are highly confidential.
- Maintain policy, confidential and general management files.
- Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Ensure timely administrative procedures (hospitality expenses, education grants, home leave etc.).
- Perform other related duties as required.

Authority

- Have access to highly sensitive and confidential information.
- Prioritise tasks and organise work independently.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Education: completion of Secondary education or equivalent technical or commercial school with extensive Secretarial training or post-secondary certificate in Business Administration, Secretarial work, Office Management or a related field.
- Job experience: Minimum 6 years of previous job experience relevant to the function.
- Computer skills (MS office and People soft applications).
- Drafting and editing skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN language.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) (which can be downloaded from www.unhcr.org/recruit/p11new.doc) and motivation letter by e-mail with “LAST name – Position” in the subject line to: greatvac@unhcr.org no later than 4 August 2016.



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Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Deadline for submission of application: 4 August 2016.