

**United Nations High Commissioner for Refugees (UNHCR)  
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2019/40  
Internal/ External Circulation**

<b>Position Title:</b> Senior Executive Support Assistant	<b>Position Level:</b> G5	<b>Date Issued:</b> 24/06/2019
<b>Positions No.:</b> NA	<b>Report To:</b> Head of Operations	<b>Closing Date:</b> 04/07/2019
<b>Section/ Unit:</b> Operations	<b>Duty Stations:</b> Damascus	<b>Contractual Status:</b> Temporary Appointment

**Availability of the Post:** Immediately

**Duties and Responsibilities:**

- Provide secretarial and administrative support to the UNHCR Office thus it's better able to meet its objectives.
- Arrange appointments and maintains supervisor's calendar. Receive visitors; places and screens telephone calls and answers queries with discretion.
- Arrange meetings, both internal and external, some involving high-ranking officials, and take minutes and/or notes at meetings.
- Prepare informal translations and may act as interpreter.
- Draft correspondence, documents and reports, some of which are highly confidential.
- Receive, screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Draft official correspondence, documents and reports on routine matters and/or for clearance by the supervisor and ensure follow-up. Maintain filing system for electronic and hard copy documents.
- Maybe required to assist in Human Resources tasks (attendance record, travel arrangements, preparation of travel authorisation, /claims, etc.) for staff within the unit.
- Assist in the preparation of visit programmes, briefings on issues covered by the Unit, collection of documentation for briefing kits; talking points and other material for missions, meetings and visits.
- Perform other related duties as required.

**Qualification Required**

**Education and Skills:**

- Education: High school diploma plus Advanced Training/Certificate in Business Administration, Secretarial, Office Management, Human Resources, or other related field.
- IT-Computer Literacy
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures;
- MS-Drafting, Documentation, Data Presentation

**Experience:**

- Job experience: 4 years relevant experience.

**Languages:**

- Fluency in English and Arabic.

### **Desirable Qualification**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2019/40, Senior Executive Support Assistant, Damascus**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto:SYRDAHUMANRES@unhcr.org) indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

**Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.**

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

**Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.**

#### **Distribution:**

All UNHCR staff members in Syria  
UN organizations in Syria  
Specialized Agencies  
Diplomatic Missions  
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