

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNHCR

Position Title	Clerk
Vacancy N°:	063/18
Contract Type:	Fix-term Appointment
Place:	Pasto
Effective Date:	01 November 2018
Duration:	1 year with possible extension
Closing Date:	22 October 2018
Supervisor:	Head of Sub Office – UNHCR Pasto

ORGANIZATIONAL CONTEXT

The Office of the United Nations High Commissioner for Refugees – UNHCR is mandated to lead and coordinate international action to protect refugees and solve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, until they can return home voluntarily, integrate locally or to resettle in a third country. In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of over 11,000 people in 130 countries continues to help and protect millions of refugees, returnees, internally displaced and stateless people.

The Clerk provides clerical and administrative assistance to the immediate supervisor and/or the Office as a whole. The incumbent is normally supervised by the Admin Officer or Associate. S/he receives regular guidance and instructions from the supervisor on procedural aspects of the work. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives.

LIVING CONDITIONS

San Juan de Pasto is the capital of the department of Nariño, located in the southwest of Colombia, with a population of 439,993 inhabitants. The climate varies due to factors such as latitude, altitude, winds and depending on the time of year. The temperature fluctuates between 9.5 °C and 17 °C. The city is located at 2,527 meters above sea level within the area of incidence of the *Galeras* Volcano, consisting of 12 boroughs in the urban area and 17 townships in the rural area. Pasto has the greatest institutional presence in the area.

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.
- Prioritise tasks in consultation with the supervisor.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

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

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Computer skills.

CROSS-FUNCTIONAL COMPETENCIES

Planning and Organizing

ELIGIBILITY

External candidates must be legally present in Colombia at the time of application, recruitment and hire. For external candidates, the number of years of relevant university education may be considered equal to the same number of years of work experience in reviewing the number of years of experience required for a post, provided that the degree has been completed and is directly relevant to the position. The period of university level education shall count for no more than 50% of the required work experience.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (PHF) fully signed & dated, and its supplementary pages (if applicable), by e-mail with "LASTNAME – Clerk UNHCR Pasto" in the subject line to: colbovac@unhcr.org by **22 October 2018**.

Only shortlisted candidates will be notified. No late applications will be accepted. In some cases, a technical assessment may take place as part of the recruitment process.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge any fee at any stage of the enrollment process (application, interview meeting, training or any other phase).

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>