



EXTERNAL VACANCY NOTICE

UNHCR is recruiting for a General Service Temporary Appointment in Copenhagen, Denmark. The successful candidate will be based in the UN City Copenhagen and working in the Head of Section unit (HoS) of the Private Sector Partnerships Services (PSP) in UNHCR's Division of External Relations

UNHCR, the UN Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR teams are in the field in over 125 countries, using their expertise to protect and care for nearly 55 million people.

In this regard, applications from qualified candidates are invited for the following vacant position:

Vacancy Notice No:	CPH/VN/2017/006
Post Title:	Principal Secretary to the Head of Service (PSP)
Category:	General Service
Position Number:	10022539
Duty Station:	Copenhagen, DENMARK
Remuneration:	Attractive salary at the G6 level and entitlements according to UN Staff Rules and Regulations.
Duration:	Initially for 3 months, with possibility of extension.
Effective date:	18 th April 2017

Organizational Context

The position of Principal Secretary to the Head of Service (PSP) is located within the Head of Service (HoS) Section in Copenhagen. The role of this position is to provide administrative and secretarial support services to the HoS team in order to ensure the smooth running of the office and management of information across the team of nearly 300 staff and affiliate workforce globally. This would involve direct contact with staff members across the PSP network and Geneva, as well as outside UNHCR. The post requires the ability to prioritize tasks and to organize work independently based on direction from the HoS and the PSP Officer (Service Support).

Duties and responsibilities

Accountability:

- The office is efficiently managed and appropriate executive support provided to the Supervisor.
- Appropriate procedures and systems to are developed and maintained to support in the management of the Service.
- Management team meetings and calls are regularly scheduled, properly prepared, agendas and background materials circulated in advance, thorough minutes are taken and relevant meeting outcomes are shared in a timely manner.

Responsibility:

- Arrange appointments and maintain HoS calendar.
- Schedule recurring meetings and calls with the global management team and ensure that all materials, including agendas and monthly updates, are prepared/circulated well in advance of the meetings.
- Make travel arrangements and coordinate mission agendas of the HoS.
- Manage approval processes for confidential matters pertaining to HR, budget and other sign offs.
- Receive, screen and review documentation for signature, ensure necessary background information is provided, and maintain follow-up system.
- Maintain updated contact information and manage global contact lists to ensure HoS is able to communicate in an effectively and timely manner.
- Draft routine correspondence for the HoS as required, on general administrative or specialized tasks which may be of a confidential nature.
- Ensure timely administrative procedures (hospitality expenses, education grants, home leave, etc.) for the HoS.
- Manage a centralized calendar of leave and mission schedules for the HoS's direct reports. Ensure timely approvals of mission and leave requests.
- Schedule and facilitate the PSP Management and other key meetings, ensure meetings are properly prepared and recorded, take minutes, and share outcomes with colleagues as appropriate.
- Assist the Service with global event /meeting planning, preparation, procurement etc.
- Support in the preparation of HoS annual budgets, plans and reporting (e.g. travel budget, cost-analysis for events, etc.).
- Arrange meetings with high-ranking officials and external partners requested by the Supervisor.
- Maintain policy, confidential and general management files.
- Perform any other related duty, as required.

Authority:

- Have access to highly sensitive and confidential information.
- Prioritize tasks and organize work independently.

Essential Minimum Qualifications and Professional Experience Required:

- Completions 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.
- Minimum of 6 years of previous job experience relevant to the function.
- Computer skills (Word/Excel/PowerPoint/SharePoint).
- Drafting and editing skills.
- Fluency in English and a working knowledge of another relevant UN language or local language.

Desirable Qualifications & Competencies

- Excellent knowledge of Microsoft Outlook, Sharepoint, and information sharing tools.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN language and/or local language.

Applications:

Applicants should submit a CV and the United Nations Personal History Form (P.11), including testimonials/degrees/certificates and quote **Vacancy Notice Number – CPH/VN/2017/006** in the subject line.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

Applications should be submitted to:

HR/Vacancy Management Unit Copenhagen, e-Mail: DENCOCMUHR@unhcr.org

Closing date for receipt of applications: Thursday 6th April 2017

External candidates must be legally present in Denmark at the time of application, recruitment and hire.

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.

ISSUED ON 30th March 2017