

**FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

**Functional Title & Grade: Executive Support Associate  
GL6**  
**Duty Station: Baghdad- Iraq**  
**Contractual Status: Temporary Appointment**

**Vacancy Tracking No.: IRQ/BAGTA/2020/003**  
**Date of Issue: 13 January 2020**  
**Deadline for applications: 26 January 2020**

**RE-ADVERTISEMENT / VACANCY ANNOUNCEMENT**

The incumbent will undertake the following responsibilities under the direct supervision of the Representative in Baghdad.

**Organizational Setting and Work Relationships:**

The position of Executive Support Associate is located within the Office of the Representation. 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 administrative and routinely information. This would involve direct contact with other staff members and contacts with the teams of high-ranking officials, both within and outside UNHCR. The incumbent prioritizes tasks and organizes work independently based on direction from the Supervisor and has access to highly sensitive and confidential information. The incumbent should have excellent written and spoken Arabic and English. All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

**Duties:**

- Arrange appointments and maintain Supervisor's calendar, ensure attendance and well set up of meeting rooms, and screen telephone calls.
- 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.
- Manage the flow of information to/from the Supervisor and other senior staff; identify priority matters that need to be urgently addressed or signed by the Supervisor. Follow up to ensure that appropriate administrative action is being taken by senior managers on tasks determined by the Supervisor.
- Prepare briefing materials for Supervisor for official trips or special meetings including agenda, travel details and background documents prepared by the Executive Assistant.
- Prepare informal translations if required.
- Receive screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Draft non-substantive correspondence and ensure follow-up.
- Type correspondence, documents and reports, etc., some of which are highly confidential.
- Select and make pertinent abstracts and undertake searches for information.
- Maintain a file management system according to UNHCR policies, including general and confidential files.
- Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- Ensure administrative procedures (travel, hospitality expenses, etc.) will be timely concluded.
- Perform other related duties as required.

**Functional Skills:**

- IT-Computer Literacy.
- MS-Drafting, Documentation, Data Presentation.
- MS-Editing.
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures.

**Minimum Qualifications:**

- 6 years relevant experience with High school diploma plus Advanced Training/Certificate.
- Certificates and/or Licenses in Secretarial, Business Administration, Human Resources and Office Management or a related field.

**Language:**

- Excellent knowledge of English and local language.

**Desirable qualification:**

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

Interested applicants should apply through the provided link <https://www.unhcr.org/iraq-jobs> , attaching the new personal history form with a covering letter in English explaining their interest in the position.  
Kindly note that only electronic applications submitted through the website will be considered.  
Female candidates are strongly encouraged to apply.  
Please note that long-listed candidates may be requested to sit for a written test.  
Only short-listed applicants will be contacted, and engagement is needed immediately.

