

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

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
REGIONAL BUREAU FOR ASIA AND THE PACIFIC  
BANGKOK, THAILAND**

<b>Job Title:</b>	Senior Administrative Associate	<b>Job Requisition:</b>	JR2333803
<b>Location:</b>	Bangkok (RB), Thailand	<b>Salary Grade</b>	G7
<b>Type of Contract:</b>	Fixed-Term Appointment	<b>Contract Duration:</b>	One year (initially)
<b>Type of Adv.:</b>	Internal / External	<b>Start Date:</b>	20 December 2023
<b>Application Link:</b>	<a href="https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/Senior-Administrative-Associate_JR2333803">https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/Senior-Administrative-Associate_JR2333803</a>	<b>Closing Date:</b>	26 December 2023

### Organizational Setting and Work Relationships

The Senior Administrative Associate is responsible for assisting the concerned manager in the implementation of general administrative and resource management tasks. The incumbent will work quite independently on regular assignments with an oversight from the supervisor, who will provide general guidance and work plans for identifying work priorities and appropriate approaches; work is controlled for meeting expected results and conformity to policy and procedures. S/he is normally supervised by a (Senior) Administrative Officer or a National Administrative Officer.

The incumbent may directly supervises some support staff. Contacts on administrative related issues are mainly with Sections/Units/Offices within the organization both at HQ and in the Field and with local suppliers/services/partners/national authorities on routine subject matters as well as on matters of importance to the Organization.

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.

### Operational Context

In addition to the specified duties in the job description, the individual in this role will undertake the following responsibilities:

The Senior Administrative Associate will assume the primary role in managing all financial transactions for the Bureau and outposted divisions (IGO, LAS, and SWHS), with an additional focus on providing support to the Asia PSP team as required. This includes addressing payment processing and travel-related issues within the Cloud ERP system.

The Senior Administrative Associate will be tasked with maintaining communication with suppliers for the bureau, ensuring timely processing of monthly payments for various services such as rent, cleaning services, water delivery, and other services, etc.

As the Bureau transitions to a "ONE Travel management Company" approach for the region, the individual in this position will be responsible for ensuring the timely processing of ticket payments to the Travel Agent for the entire region.

Furthermore, the candidate will oversee the positions of Driver and Receptionist within the Bureau Administration

team. Additionally, he/she will be in charge of the unit in the absence of the Administrative Officer.

### **Desired Candidate Profile**

- Experience of working with Cloud based financial management software (like Cloud ERP)
- Past experience of working with administration as well managing financial transactions
- Advanced proficiency in excel spreadsheet management

### **Duties**

- Assist the supervisor in the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Assist the supervisor in ensuring the UNHCR Office premises provide a healthy, safe and respectful working environment.
- Analyses and maintains an overview of the work of the office to ensure that timely administrative support is provided in general and specialized areas.
- Participates in the recruitment and training of General Service staff for specialized and non-specialized work and assigns General Service staff to meet work requirements.
- Reviews and evaluates work of subordinates directly or through lower-level supervisors.
- In addition to general administration responsibilities, may also supervise, directly and indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Briefs international personnel on general administrative matters, provides advice and ensures administrative support as required.
- Advises and assists senior staff in the area of office management.
- Arranges for and/or attends meetings on day-to-day administrative matters, participates in discussions of new or revised procedures and practices, interprets and assesses the impact of changes and makes recommendations for follow-up action.
- Prepares correspondence, special reports, evaluations and justifications as required on general administrative or specialized tasks that may be of a confidential nature within the assigned area of responsibility.
- Perform other related duties as required.

## **Minimum Qualifications**

### **Education & Professional Work Experience**

#### **Years of Experience / Degree Level**

*For G7 - 4 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher*

#### **Field(s) of Education**

*Not applicable.*

(Field(s) of Education marked with an asterisk\* are essential)

#### **Certificates and/or Licenses**

*Business Administration,  
Resources  
or other related field*

*Finance,*

*Office Management,*

*Human*

(Certificates and Licenses marked with an asterisk\* are essential)

### **Relevant Job Experience**

***Essential***

Not specified.

**Desirable**

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

**Functional Skills**

*\*IT-Computer Literacy;  
\*MS-Drafting, Documentation, Data Presentation;  
\*UN-UN/UNHCR Administrative Rules, Regulations and Procedures;  
UN-UN/UNHCR Financial Rules and Regulations and Procedures;  
SC-UNHCR Procurement Rules and Procedures;  
IT-PeopleSoft EPM/Budget;*

(Functional Skills marked with an asterisk\* are essential)

**Language Requirements**

For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

**Competency Requirements**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

**Core Competencies:**

*Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation*

**Managerial Competencies:**

*Empowering and Building Trust  
Managing Performance*

**Cross-Functional Competencies:**

*Analytical Thinking  
Planning and Organizing  
Change Capability and Adaptability*

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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**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>

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment

process (application, interview, processing, or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality, and culture. All applications will be treated with the strictest confidentiality.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behavior and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at [inspector@unhcr.org](mailto:inspector@unhcr.org) through the online complain form at <https://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.

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Please submit your letter of motivation and complete your professional experience through the following application link (same as the one provided above) **by the closing date.**

[https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/Senior-Administrative-Associate\\_JR2333803](https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/Senior-Administrative-Associate_JR2333803)

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