



# UNHCR

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

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## External Vacancy Notice

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Title: Administrative/Finance Assistant  
Work location: UNHCR Canada, Ottawa

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The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Canada is seeking a full-time Administrative/Finance Assistant for a one-year contract at its Ottawa Office.

The incumbent works under the supervision of the admin/finance associate and supports the UNHCR Canada operation in relation to reception, administrative and financial duties.

### Minimum Academic Qualification:

- Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field.

### Language Requirements:

- Fluent spoken and written French and English.

### Skills and Experience:

- Minimum 3 years of job experience relevant to the function;
- Excellent computer skills (MS office and People Soft applications).
- Experience in working with financial management systems

### Major Duties and Responsibilities:

- Record vouchers and enter Requisitions and Purchase Orders in MSRP Finance and Supply Chain applications.
- Prepare the monthly bank reconciliation and monitor the office's bank accounts.
- Prepare monthly HST submission to the Government and reconcile reimbursements.
- Prepare travel authorisations, travel claims and entitlements for staff.
- Assist in preparing and reviewing all the supporting documents for financial transactions to ensure full compliance with internal audit and organisation requirements.
- Assists in processing of entitlements, issuance of contracts and maintenance of various personnel records and files;
- Prepare documents for Interns and ensures relevant documents are filed.
- Assist in Human Resources tasks (updating attendance records in MSRP).
- Type correspondence, documents and reports, some of which are highly confidential.
- Prepare informal translations and may act as interpreter.
- Prepare, update, and maintain inventory records of non-expendable equipment for submission. Order and control stationary supplies.
- Process and distribute all incoming e-mail, faxes and pouch, attaching necessary background information when required, and ensure prompt distribution and follow-up.
- Record and update assets in the Asset module in MSRP.
- Assist with IT related issues.
- Receive, screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- Managing the reception area, receiving visitors, service providers, places and screens telephone calls and answers queries with discretion, provides basic counselling to persons of concern and visitors.
- Performs other duties as required.

Competitive salary in accordance with established UN Salary Scales for Canada.

**Note:** All short-listed candidates will be required to complete a written test as part of the recruitment process.

Receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview. Interested candidates should fill out a UN Personnel History (P11) Form (available at <http://www.unhcr.org/recruit/p11new.doc>) and submit it along with a letter of interest by email, fax or email at: UNHCR CANADA, Vacancy Notice, 280 Albert Street, Suite 401, Ottawa, Ontario K1P 5G8. Fax: 613-230-1855 Email: [canot@unhcr.org](mailto:canot@unhcr.org)

All applications must be received with a covering letter by Wednesday 17 January 2019

Please no phone calls.