



**UNHCR**

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

**The Regional Office of the United Nations High Commissioner for Refugees in Brussels is seeking to fill the following temporary vacancy :**  
**Senior Secretary (GL.5) to the Donor Relations Unit**

**Duration** : 20 weeks between now and January 2007 for the replacement of a staff member on maternity leave

**Job description** :

We are looking for a motivated and flexible team player to work under the supervision of the Head of Donor Relations Unit in Brussels, and in close co-operation with the other members of the Unit. In addition to usual secretarial skills, the successful candidate will possess basic accounting and financial management skills.

Duties include :

- Helping to prepare and edit submissions for EC funding and financial and narrative reports on EC contributions
- Drawing up Contribution Advice Forms and revisions thereof
- Preparing and distributing statistical reports on EC contributions
- Arranging appointments, maintaining calendars, receiving visitors, placing and screening telephone calls
- Maintaining the unit's filing system
- Organizing programs of visits and meetings
- Making travel arrangements
- Undertaking research
- Attending and taking notes at meetings
- Responding to routine enquiries

**Education** : Complete secondary education with relevant post-secondary training in secretarial, administrative or accounting work

**Experience** : 4 years secretarial and/or financial administrative experience

**Languages** : Complete fluency in oral and written **French and English** is essential

**IT skills** : Excellent computer skills, including advanced knowledge of Microsoft Word, Excel and People Soft

Interested candidates should send their c.v. and the names and contact addresses of three current references to : Ms Lieve Aerts, Administrative Assistant, UNHCR, 11b rue Van Eyck at 1050 Brussels, or by email to [aerts@unhcr.org](mailto:aerts@unhcr.org)

**Deadline** for receipt of applications : 28 August 2006

**Only those candidates short-listed for interviews will be notified**