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

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/028
Post Title:	Human Resources Clerk
Duty Station:	Representation Office Dar es Salaam
Remuneration:	Attractive salary (GL 4 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Human Resources Officer, and the overall supervision of the Snr Administrative Officer, the incumbent will perform the following duties:

- Perform personnel work to include the preparation of service contracts and their timely renewal, the identification of entitlements and their processing as well as the maintenance of all personnel files and records;
- Maintain complete files of job applications and prepare appropriate correspondence to inform both successful and unsuccessful candidates;
- Deal with all routine matters relating to the personnel administration of staff , the tracking of all aspects of service contracts and timely follow-up action on medical examinations etc.;
- Prepare UNHCR identification cards for new staff and maintains records of expiry dates for the timely renewal of expiring cards;
- Assist in the preparation and timely submission of performance evaluation reports;
- Draft and type routine correspondence, documents and reports using word processing equipment, and maintain records of attendance, leave and compensatory time off. Submit overtime payment requests for finalization;
- Performs other duties as required.

Qualification and Work Experience

- National of the United Republic of Tanzania.
- Secondary education with Business and Administration background highly desirable;
- Minimum of five years of work experience in a related profession;
- Good knowledge of English and Kiswahili both spoken and written.
- Applicants should have strong interpersonal skills, be self motivated and demonstrate a dynamic ability to work with people of different cultural and national backgrounds;
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- Computer literacy is essential.

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.