



Executive Support Associate

Selection Criteria

ESSENTIAL

- Demonstrated ability to communicate effectively at all levels, both orally and in writing, including strong drafting skills in the English language.
- Strong organizational and work planning skills, as well as the ability to work in a high volume work environment.
- Demonstrated ability to coordinate briefs and advice, and to manage the advisory and briefing workflow for the Supervisor, while ensuring quality, timeliness, accuracy and consistency.
- Flexibility, adaptability and ability to collaborate well with other team members, especially under pressure.
- Sound understanding of UNHCR's mandate and its role as a United Nations agency and humanitarian protection organization.
- Proficiency in a range of online platforms, video conferencing software and general technological awareness.

DESIRABLE

- Knowledge of and experience with diplomatic protocol and governance frameworks.
- Previous experience working in an international capacity.
- Knowledge of additional language/s, other than English.