



**UNHCR**

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

**UNHCR Regional Representation**

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**SECRETARY TO THE REGIONAL REPRESENTATIVE  
SELECTION CRITERIA**

- Excellent telephone manners.
- Demonstrated ability to communicate effectively at all levels, both orally and in writing.
- Well developed administrative, organisational and work planning skills.
- Flexibility, adaptability and ability to co-ordinate well with other team members, especially under pressure.
- Ability to work in an international environment.
- Demonstrated interest and or knowledge of UNHCR and its role as a humanitarian aid organisation.