



# **UNHCR**

## **The UN Refugee Agency**

### **Secretary to the Regional Representative**

The Regional Office of the United Nations High Commissioner for Refugees (UNHCR) in Canberra invites applications for the position of Secretary to the Regional Representative.

Duties will include secretarial support for the Regional Representative including arranging travel, drafting correspondence, compiling reports, liaising with government officials and the diplomatic community, as well as personnel and general administrative responsibilities for a small but busy office.

For full job description and selection criteria, please visit [www.unhcr.org.au](http://www.unhcr.org.au) or contact [aulca@unhcr.org](mailto:aulca@unhcr.org)

Applications must be submitted in writing by 10 April 2009 to:

UNHCR  
3 Lyons Place  
Lyons ACT 2606

or by email to [aulca@unhcr.org](mailto:aulca@unhcr.org)

Only short-listed candidates will be contacted.