UNIVERSITY
HIGH COMMISSIONER FOR REFUGEES
5 Positions Available

ADMINISTRATIVE/FINANCE ASSISTANT
Requirements
- Excellent spoken and written English and Russian
- Minimum 2 years experience of finance/bookkeeping
- Very good computer and software knowledge
  (e.g. WordPerfect and Lotus 1-2-3)
- Ability to work on own initiative
- Complete High Education

PROGRAMME ASSISTANT
Requirements
- Excellent spoken and written English and Russian
- Experience in use of computers and software
  (e.g. WordPerfect and Lotus 1-2-3)
- Ability to work on own initiative
- Ability to work in difficult conditions
- Minimum 2 years experience in Project Management and
  Field Work
- Complete High Education

LOGISTICS ASSISTANT
Requirements
- Excellent spoken and written English and Russian
- Minimum 2 years experience with a transport organisation
- Excellent knowledge of customs procedures
  (import/export/transfer/warehousing)
- Very good computer knowledge
- Ability to work on own initiative
- Ability to work in difficult conditions
- Complete High Education

PROTECTION ASSISTANT
Requirements
- Excellent spoken and written English and Russian
- Knowledge of Immigration laws, Prison conditions and
  Human Rights concerns
- Ability to work on own initiative
- Ability to work in difficult conditions
- Degree, preferably in Law with specialisation in
  International Law

PHOTO OPERATOR
Requirements
- Excellent spoken and written English and Russian
- Licence to operate a radio
- Good computer knowledge
- Ability to work on own initiative
- Complete High Education

Only written applications will be accepted. The closing date is
06/30/1982. Applicants should complete the formal entry
form (below) and send to the following address:

United Nations High Commissioner for Refugees
3000 UN Plaza
P.O. Box 1000
New York, New York 10017

PERSONAL HISTORY FORM

NAME:

DATE OF BIRTH: 
NATIONALITY: 
SEX:

MATURAL STATUS: Single, Married, Separated, Widowed, Divorced

ADDRESS:

TELEPHONE NUMBER:

LANGUAGES: (Other than English)

OTHER LANGUAGE(S):

Other Language: Speak, Read, Write, Understand

EDUCATION: UNIVERSITY OR COLLEGE

Degree/Field of Study: From To Type of Degree Earned Subject

SECONDARY OR PRIMARY SCHOOL

Degree/Field of Study: Type of School From To Certificate

WORK EXPERIENCE: Briefly describe your present and past
positions in reverse order

Employer:

From To Type of Work

I certify that the above statements are true to the best of my

KNOWLEDGE:

DATE:

Signature: