

## VACANCY NOTICE

### JO#28670 - Local TA Roster for Personnel Administration Entry Level Positions

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect refugees worldwide and find durable solutions for them. Established in 1950, its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, until they can return home voluntarily, integrate locally or to resettle in a third country. Today nearly 17,000 personnel work in 132 countries helping and protecting millions of refugees, returnees, internally displaced and stateless people.

As part of UNHCR outposted HQs, the Global Service Centre (GSC) in Budapest hosts Financial and Accounting Service, Human Resources Service including Global staff development, Supply and Procurement Service, and ICT Service.

Nearly 500 staff members from around 79 countries work in the GSC. Locally recruited staff hold a University degree, fully conversant with computer technologies and are proficient in English. Several speak a second or third foreign language.

#### **Eligible Applicants**

This Job Opening is available to eligible UNHCR staff members and external applicants. Candidates must be legally present in Hungary at the time of application, recruitment and hire.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

#### **Procedures and Eligibility**

Interested applicants should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS).

The GSC is looking for qualified candidates interested in joining a roster for potential temporary appointment (TA) in the following functional area:

- Personnel Administration

Duration of TA contract:

- up to 364 days

#### **Duties and Qualifications**

Senior Personnel Administration Assistant

#### Organizational Setting and Work Relationships

The Senior Personnel Administration Assistant is a member of the Personnel Administration Section (PAS), within HR Staff Services in Budapest. The incumbent will be under the direct supervision of the Personnel Administration Officer (PAO), or a senior staff member within the sub-unit designated by the PAO. The incumbent works on regular assignments under the close supervision of the supervisor who provides general guidance and work plans for identifying work priorities and appropriate approaches. S/he will be working in a working environment in which various personnel administration issues will be discussed and actions initiated. The confidentiality of all personnel matters and the need to deal with clients in a courteous and efficient manner are salient features of this position.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff

members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

### Duties

- Ensure adherence to rules & regulations and standard operational procedures as per established policies.
- Administer HR processes, benefits and entitlements for internationally recruited staff, and for locally recruited staff at Headquarters Geneva within a designated Bureau/Division, applying the UN Staff Rules and Regulations so as to ensure uniform and consistent application of HR and administrative rules and procedures.
- Advise staff members on their eligibility for benefits and entitlements within their respective conditions of employment.
- Ensure that staff personnel data are correctly entered in the MSRP Human Resources IT module. Upon verification and analysis of data, request senior colleagues to take appropriate actions, if required.
- Maintain effective and cordial working relationships with UNHCR staff members and other counterparts within the Organization as well as outside in order to ensure implementation of required action(s), observing discretion, due confidentiality and courtesy in all his/her dealings.
- Maintain the personnel records and follow up on issues between UNHCR Offices and PAS with a view to ensuring accurate and timely responses are given at all times.
- Stay abreast of policy developments and application of administrative/HR procedures on Personnel/Human Resources issues so that appropriate responses can be provided on various queries received from the staff members and managers.
- Prepare payments/disbursements/statutory claims due to UNHCR staff members and other clients, as per established UNHCR administrative/finance rules and other official issuances.
- Perform other related duties as required.

### Minimum Qualifications

#### Education & Professional Work Experience

#### Years of Experience / Degree Level

- For G5 - 2 years relevant experience with High School Diploma; or 1 years relevant work experience with Bachelor or equivalent or higher  
NOTE: A completed and relevant minimum first level university degree (equivalent to BA or higher) shall count in full (100%) towards the required years of work experience. Priority will be given to eligible applicants meeting the full requirements.

#### Field(s) of Education

Not applicable.

#### Certificates and/or Licenses

- Human Resources Management;
- Personnel Administration;

### Functional Skills

- IT-ERP (Enterprise Resource Planning) Functional Knowledge;
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures;
- UN-UN/UNHCR Human Resources Rules, Regulations, Policies and Procedures;

- IT-PeopleSoft Applications;
- EX-Experience in international organization (United Nations or similar);
- HR-Administer/manage a large number of staff, preferably within the UN;

(Functional Skills marked with an asterisk\* are essential)

#### Language Requirements

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

#### Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

##### Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

##### Managerial Competencies:

Not specified.

##### Cross-Functional Competencies:

- Analytical Thinking
- Planning and Organizing
- Technological Awareness

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

#### **Language Requirements**

Please also note that English is essential for this Job Opening.

#### **Additional Information**

External candidates must be legally present in Hungary at the time of application, recruitment and hire.

Candidates selected for the roster may be offered a temporary appointment of a length up to 364 days at the Centre in the General Service category.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. UNHCR is committed to diversity and welcomes applications from qualified candidates

regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees)

### **Remuneration**

In case of appointment, a competitive compensation and benefits package is offered.

### **Benefits**

Pension system: Staff members holding granted a minimum of 6 months fixed-term/temporary appointment will become participants in the United Nations Joint Staff Pension Fund (UNJSPF).

Health insurance plan: locally recruited staff members in Budapest will be enrolled in the Medical Insurance

Applications can be submitted here:

[https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_APP\\_SC\\_HJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=28670&PostingSeq=1](https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SC_HJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=28670&PostingSeq=1)