

## VACANCY NOTICE

### JO#36577 - Roster for Recruitment Associate 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 among others Financial and Accounting Service, Human Resources services including global staff development, Supply and Procurement services, 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:

- Recruitment

Duration of TA contract:

- 3-6 months with possible extension.

#### **Duties and Qualifications**

##### Organizational Setting and Work Relationships

Senior Human Resources Assistant will function under direct supervision of the Administrative or Human Resources Officer, assisting him/her in personnel administration and other HR related matters, including the process of recruitment and appointment of staff, and in the performance management and welfare issues of staff under area of responsibility (AOR).

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

- Assist in the recruitment, assignment, reassignment and separation of local service staff. Prepare documents for the interview panel for the recruitment of local staff.
- Process local staff members's contracts, entitlements and benefits in accordance with Staff Rules and established HR procedures.

- Update personnel related information in MSRP/HR module where this activity has been rolled out from PAS to the respective office.
- Advise staff members on their rights, obligations, benefits and entitlements, and assist them in interpreting UN/UNHCR staff rules and regulations.
- Assist newly-arrived international staff with administrative formalities related to their accreditations, security/ground passes, submission of completed forms and related documents to headquarters, arrange travel and hotel reservations
- Assist with shipment of their personal effects in coordination with the logistics section.
- Administer UNHCR medical insurance plan for locally recruited staff. Provide administrative support to staff and dependants in case of medical evacuations, as well as security evacuations/relocations. Maintain daily tracking record of staff and families to provide accurate information in case of emergency.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
- Initiate calculations for payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.
- Initiate routine correspondence on HR matters for the authorizing officer's approval.
- 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.

Salary range: NET 431,375 HUF- NET 505,304 HUF

- For G6 - 3 years relevant experience with High School Diploma; or 2 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.

Salary range: NET 508,652 HUF- NET 596,302 HUF

##### Field(s) of Education

Business Administration; Personnel Administration;  
Human Resources Management; or other relevant field.

(Field(s) of Education marked with an asterisk\* are essential)

##### Certificates and/or Licenses

Secretarial;  
Administrative;

(Certificates and Licenses marked with an asterisk\* are essential)

##### Relevant Job Experience

###### Essential

Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization

**Desirable**

Field experience with UNHCR and/or with other humanitarian organizations is an asset. High IT affinity and working experience of PeopleSoft/MSRP.

Functional Skills

IT-Computer Literacy;  
PG-Resource Planning; eg. FOCUS, Global Focus Insight;  
FI-PeopleSoft Financial Management;  
HR-PeopleSoft Human Capital Management;  
UN-UN/UNHCR Administrative Rules, Regulations and Procedures;  
IT-Enterprise Resource Planning (ERP);  
EX-Field experience with UNHCR and/or with other humanitarian organizations;

Language Requirements

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

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.

**Position Competencies**

Competencies as defined in Job Profile

**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 3-6 months with possible extension.

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 Plan (MIP). The coverage is also optionally available for eligible family members.

Application 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=36577&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=36577&PostingSeq=1)