

## VACANCY NOTICE

### JO#37261/37262/37264 – Personnel Admin Associate

#### 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).

#### Duties and Qualifications

Personnel Administration Associate

#### Organizational Setting and Work Relationships

The Personnel Administration Associate 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 independently on regular assignments with an oversight from 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
- Interpret and apply the UN Staff Rules and Regulations to ensure uniform and consistent application of administrative rules and procedures on concerned UNHCR staff.
- 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 database and take appropriate action when required.
- Maintain effective and cordial working relationship with UNHCR staff members and other counterparts within the Organization as well as outside in order to ensure expedition of required action(s) observing discretion, due confidentiality and courtesy in all his/her dealings with staff members and the counterparts.
- Control and manage personnel records and monitor personnel related correspondence between UNHCR Offices and PAS with a view to ensure accurate and timely responses are given at all the time.
- Stay abreast of policy developments and application of administrative procedures on Personnel/Human Resources issues so that appropriate responses can be given to various queries by the staff members and managers.

- Prepare payments/disbursements/statutory claims that are due to UNHCR staff members and other clients as per established UNHCR admin/finance rules and other official issuances.
- Perform other related duties as required.

### Minimum Qualifications

#### Education & Professional Work Experience

##### Years of Experience / Degree Level

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

not applicable

##### Certificates and/or Licenses

Human Resources Management;

Personnel Administration;

##### Relevant Job Experience

Essential

not specified

##### Desirable

not specified

### Functional Skills

\*HR-Local mass recruitment

\*UN-UN/UNHCR Administrative Rules, Regulations and Procedures

\*IT-Computer Literacy

HR-PeopleSoft Human Capital Management

IT-ERP (Enterprise Resource Planning) Functional Knowledge

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

### Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.

For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.

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.

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.

### **Position Competencies**

Competencies as defined in Job Profile

### **Language Requirements**

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

### **Closing Date**

The closing date is 10/06/2022.

The position number is #10032089

### **BENEFITS:**

Annual leave: UNHCR staff members holding a fixed-term appointment will accrue annual leave at the rate of 2.5 working days for each full calendar months of service (i.e. 30 working days per year). Pension system: Staff members holding a fixed-term 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.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted. 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).

### **Operational Context**

The Personnel Administration Associate will function under the direct supervision of the assigned Line Manager (Associate Personnel Administration Officer or Senior Personnel Administration Associate) in the Country Support Team in the Personnel Administration Section (PAS). The incumbent of the position will be responsible for the administration of international staff in his/her respective regions, including supporting his/her HR counterparts in the field, providing guidance and assistance on various personnel administration issues as well as processing their entitlements. The incumbent will also maintain close cooperation with the other units in HRSS including the Recruitment/Separation team in PAS as well as the with colleagues in the Global Payroll Section.

The incumbent of the position, while possessing sound knowledge of human resources management, including policies related to personnel administration as well as the UN staff rules and regulations, should be highly motivated in keeping up to-date with the changes in policies and procedures. In addition, the incumbent is expected to be flexible in undertaking missions to the field, deliver training, and maintain a close collaboration with the HR staff in the field.

### **Additional Information**

In case you face technical issues with MSRP system, please clean cache, cookies in your browser and try again. In addition you could try to use incognito mode during the application process or use another browser. If none of the above solved the issue, please contact us [hqbscapc@unhcr.org](mailto:hqbscapc@unhcr.org)

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&SitelId=2&JobOpeningId=37261&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&SitelId=2&JobOpeningId=37261&PostingSeq=1)

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