



INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR is recruiting for a General Service Fixed Term Appointment in Copenhagen, Denmark. The successful candidate will be based in the UN City Copenhagen and working in the Global Operations Section of Private Sector Partnerships Section (PSP) of the Division of External Relations (DER).

Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. UNHCR has helped over 50 million people restart their lives and works in 125 countries to care for the world's millions of refugees, internally displaced, and stateless persons.

In this regard, applications from qualified candidates are invited for the following vacant position:

Vacancy Notice No:	CPH/VN/2017/005
Post Title:	PSP Associate (Global Operations)
Category:	General Service
Position Number:	10026150
Duty Station:	Copenhagen, DENMARK
Remuneration:	Attractive salary at the G6 level and entitlements according to UN Staff Rules and Regulations.
Duration:	Fixed Term Appointment. One year contract with possibility of extension
Effective date:	01 April 2017

Organizational Context:

UNHCR's Private Sector Partnerships (PSP) Service entails a network of global operations in over 25 countries, including support to National Partners. The National Partners are autonomous and independent entities, established in accordance with the laws of the country in which they operate.

The Global Operations team within PSP coordinates the Annual Planning process and consolidates, analyses and reports on performance in the fundraising network. The team is also responsible for managing the National Growth Fund and to support the PSP network of offices and National Partners in monitoring implementation and fundraising performance. The incumbent is a member of the Global Operations team and will support in the further developing and maintaining of the planning and reporting tools currently in place.

The incumbent will report to the PSP Officer (Planning) and will support the team and the wider PSP network, particularly in relation to follow up on financial reporting, annual plans and annual agreements.

Duties and Responsibilities:

Accountability

- Optimal resource allocation is ensured by optimal and rapid appropriation of the National Growth Fund
- The PSP Annual planning process is implemented within the agreed deadlines.
- Complete records for the PSP resource allocation and planning process are kept.

Responsibility

- Review, provide inputs and follow up with fundraising operations, PSP Headquarters Sections and National Partners on planning, prioritizing, and providing support with data and budgetary documentation on the PSP Annual Plans, budgets and project funding requests.
- Follow up on any change required of the PSP spending authority and income targets, budget, apportioning needed to measure programme performance, trends and target interventions as well as to generate data for evidence-based decisions.
- Prepare and provide documentation to the PSP Finance Unit with regards to the PSP commitments made in the quarterly review cycle or otherwise, to ensure alignment with the Operating Levels and Operation Plan in Focus.
- Monitor commitments and expenditures, and advise on appropriate actions.
- Monitor and report in accordance to PSPs established procedures and processes including those contained in annual planning instructions and in the quarterly reporting instructions as well as those relevant to the National Growth Fund.
- Prepare Project Funding Request agreements to National Partners.
- Assist in preparing periodic and ad-hoc reports on operational activities in the PSP network for presentation to senior managers.
- Assist in ensuring that all instructions, standards, guidelines templates and tools pertaining to the PSP planning and reporting processes are designed to meet the needs and are made accessible to the PSP network.
- Assist in acquainting fundraising operations PSP Sections and National Partners with new features and changes to PSP specific tools and systems by providing coaching and on the job training when required.
- Maintain complete records of the annual plans, operational budgets under the area of responsibility.
- Maintain complete records of all relevant documents including minutes of meeting, agenda and planning and reporting documents related to the National Growth Fund.

Authority (decisions made in executing responsibilities and to achieve results)

- Support compliance with PSPs annual planning and reporting processes.
- Decide which issues of non-compliance with the PSP annual planning process and deadlines which have to be brought to the attention of Global Operations Team, Regional Managers.

Essential Minimum Qualifications and Professional Experience Required:

- Completion of secondary education with post-secondary training/certificate in Business Administration, Social Science or related field.
- Minimum of 6 years of previous job experience relevant to the function.
- Knowledge of financial rules, procedures and processes.
- Proven experience in supporting the management of budget, funds or operations.
- Knowledge of ERP systems and collaboration tools.
- Computer proficiency, with excellent Excel skills.

Language

- Fluency in English.

Required and Desired Qualifications & Competencies:

Required

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Desired

- Completion of the UNHCR Learning Programmes or specific training relevant to functions of the position.
- Prior exposure to fundraising operations and functions relating to office administration and programme activities.
- Experience in supporting operations in an international context.
- Working knowledge of French and/or another relevant UN language.

Applications:

Applicants should include a CV and United Nations Personal History Form (P.11), including testimonials/degrees/certificates and quote **Vacancy Notice Number – CPH/VN/2017/005**.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

Applications should be submitted to:

HR/Vacancy Management Unit Copenhagen, e-Mail: dencocmuhr@unhcr.org

Closing date for receipt of applications: Thursday 9th March, 2017

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

Female candidates are encouraged to apply.

ISSUED ON 23rd February 2017