

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 Leadership Giving 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/2017/007
Post Title:	Snr PSP Assistant (LG)
Category:	General Service
Position Number:	10022571
Duty Station:	Copenhagen, DENMARK
Remuneration:	Attractive salary at the G5 level and entitlements according to UN Staff Rules and Regulations.
Duration:	Fixed Term Appointment. One year contract with possibility of extension
Effective date:	01 May 2017

Organizational Context:

Direct supervision will be exercised by the PSP Associate (Leadership Giving) who defines general work objectives and provides necessary advice and guidance.

The incumbent will perform a variety of functions related to Programme activities within the Leadership Giving (LG) Section.

She/he will keep frequent contacts with staff at various levels within the section and occasionally with staff at the same level in other duty stations and/or Headquarters; with local suppliers and/or officials on subject matters which may be of importance to the Organization.

Duties and Responsibilities:

Accountability

- Administrative support is provided to the Leadership Giving team.

Responsibility

- Support the Chief of LG, Head of Global Accounts and New Business in monitoring and analysing the use of budgetary resources and staffing requirements of the Section, by maintaining related control records and running reports.
- Procurement focal point for the Leadership Giving team.
- Collect information, mainly from records and reports, and prepare periodic and ad hoc outputs on programme and projects activities.
- Prepare correspondence, reports, evaluations and justifications on general administrative or specialised tasks which may be of a confidential nature within assigned area of responsibility.

- Organise and monitor data on project/programme activities by reviewing a variety of records including control plans, progress reports, project inputs, budget and financial expenditures.
- Maintain records of financial transactions, reconciliation of accounts and preparation of recurring or special reports, calculation and payment of salaries, allowances, travel claims and other payments to staff members.
- Arrange for and/or attend meetings on day-to-day administrative matters, participate in discussions of new or revised procedures and practices.
- Assist officers by providing reports on financial status, procedures, exchange rates, costs and expenditures, hereby noting potential funding problems and exercising budget control
- Assist in the implementation of asset management, including provision and analysis of detailed cost estimates and purchasing.
- Collect register and maintain information on project activities by reviewing reports and through first-hand sources.
- Co-ordinate administration of meetings, skill-shares and other events as planned when required.
- Brief staff on general administrative/personnel matters in connection with their assignment and provide assistance to all staff members in the area of office administration.
- Perform any other related duty, as required.

Authority

- Follow-up with working level counterparts in PSP network.
- Alert PSP focal points/network when deadlines are approaching.
- Request input from other teams as necessary, to facilitate timely support.

Essential Minimum Qualifications and Professional Experience Required:

- Completion of secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field.
- Minimum 5 years of previous job experience relevant to the function.
- Computer skills (MS office and People soft applications).
- Fluency in English and working knowledge of another relevant UN language or local language.

Language

- Fluency in English and working knowledge of another relevant UN language or local language.

Required and Desired Qualifications & Competencies:

Required

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Desired

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR administrative and financial rules, procedures and processes.
- Knowledge and working experience of MSRP (Peoplesoft).
- Prior exposure to UNHCR refugee operations and functions relating to field office administration and programme activities.

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/2017/007**.

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: Tuesday 25th April, 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 11th April 2017