



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Terms of Reference

### Senior Admin/HR Assistant (PSP), LICA 5 (UNOPS)

HR Unit, Private Sector Partnerships Section (PSP), UNHCR Copenhagen

UNHCR, the UN Refugee Agency is recruiting for a UNOPS (LICA-5) position in Copenhagen, Denmark. The successful candidate will be based at the UN City Copenhagen and working within the HR Unit of the Private Sector Partnerships Service (PSP) in Denmark.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title:** Senior Admin/HR Assistant (PSP)

**Contract Type:** Local Support, LICA 5 (UNOPS - equivalent to G5)

**Duty Station:** Copenhagen, Denmark

**Duration:** 15 January to 31 December 2019

**Closing date:** Sunday 6<sup>th</sup> January 2019

### Organizational context

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources from the private sector for refugees. UNHCR have developed a \$1 Billion Private Sector Fundraising Strategy 2018-2025. This strategy focuses on both Individual Giving and Private Partnerships and Philanthropy (PPH), and identifies priority fundraising markets and regions.

In order to support this ambitious target, it is necessary to increase the resources of PSP/HR Unit to be able to respond rapidly and efficiently to the constant expansion of the Service.

The Senior Admin/HR Assistant (PSP) will function under the direct supervision of the Admin/HR Associate (PSP) and in close collaboration with the Associate HR Officer, assisting the Unit with the administration of PSP affiliate workforce as well as providing support with any other HR related matters under the area of responsibility (AoR) of the PSP/HR Unit.

## Duties and responsibilities

Under the overall supervision of the Admin/HR Associate (PSP) the Snr. Admin/HR Assistant (PSP) will focus on the following tasks:

- Provide assistance with the preparation of different HR documents: letters, memorandums, templates, terms of reference, excel tables, etc.
- Support with various tasks related to the full recruitment cycle of Affiliate Workforce.
- Ensure accurate update of relevant records and databases related to the administration of UNOPS, Individual Consultants, Individual Contractors and Interns for PSP worldwide.
- Support in reviewing and analyzing reports, databases, monthly invoices and annual implementation reports to ensure accuracy of data for PSP reporting and planning.
- Creation of PO's for PSP's Affiliate Workforce.
- Preparation of PO's for the payment to UNOPS on PSP IICA/LICA contractors.
- Coordination with PSP's Focal Points globally to ensure the accuracy of the monthly request for payment.
- Facilitate transfer of funds to UNOPS in regards to the monthly requests for payment.
- To ensure proper filing system of all HR related documentation.
- Build and maintain effective working relationships with PSP colleagues globally as well as with other colleagues within and outside UNHCR.
- Perform any other Admin/HR tasks as required.

## Monitoring and Progress Controls

- Timely processing of monthly payments.
- Monthly audit of AWF records.
- Relevant records and databases duly updated.

## Essential minimum qualifications and professional experience required

- Minimum 5 years of previous relevant work experience.
- Completion of secondary education with post-secondary training/certificate in Business Administration, Office Management, Human Resources Management or related field.
- Service oriented team player.
- Excellent liaison and interpersonal skills.
- Excellent Planning and organizing skills.
- Working experience with PeopleSoft/MSRP/ERP systems.
- Excellent communication skills (spoken and written) in English.
- Excellent computer skills with Word, excel, PowerPoint.
- Ability to work well under pressure on multiple tasks simultaneously, establish priorities and deliver quality output in a most time-efficient manner.

## Desirable Skills and Qualifications:

- Working knowledge of another UN language.
- Work experience with UNHCR and/or with other humanitarian organizations is an asset.

## Location

The successful candidate will be based with the HR Unit/PSP, UNHCR team in the UN City in Copenhagen, Denmark.

## To apply

Interested applicants should submit the United Nations Personal History Form (P.11), including testimonials/degrees/certificates, their motivation Letter and CV, indicating “**Senior Admin/HR Assistant (PSP) – LICA 5**” in the subject line.

P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

Applications should be submitted to:

HR/Vacancy Management Unit Copenhagen, e-Mail: [dencocmuhr@unhcr.org](mailto:dencocmuhr@unhcr.org)

**Closing date for receipt of applications: Sunday 06<sup>th</sup> January, 2019**

Issued on 20<sup>th</sup> December 2018