



# UNHCR

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

## Terms of Reference

### Senior HR Assistant (PSP), G5

#### Temporary Appointment-General Service

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

UNHCR, the UN Refugee Agency is recruiting for a General Service (Temporary Appointment) 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.

<b>Vacancy Notice No.:</b>	CPH/VN/2018/009
<b>Title:</b>	Senior HR Assistant (PSP)
<b>Category:</b>	General Service (G5)
<b>Contract Type:</b>	<b>Temporary Appointment</b>
<b>Duty Station:</b>	Copenhagen, Denmark
<b>Remuneration:</b>	Attractive salary at the G5 level and entitlements according to UN Staff Rules and Regulations.
<b>Duration:</b>	01 February to 31 July 2019 (6 months)
<b>Application deadline:</b>	<b>Sunday 6<sup>th</sup> January 2019</b>

### 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 HR Assistant (PSP) will function under the direct supervision of the Associate HR Officer and in close collaboration with the Admin/HR Associate (PSP), assisting the Unit with personnel administration and other HR related matters under the area of responsibility (AoR), including the process of staffing, budget reviews, recruitment and appointment of staff.

## Duties and responsibilities

### Accountability

- UNHCR adheres to the principles of the People Strategy in recruiting, placing, supporting and developing our people.
- The workforce in the AOR is well-informed of and understands the organization's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

### Responsibility

- Support the Associate HR Officer with the recruitment of international staff including classification of positions, drafting and posting of operational context, advertisement, guidance to manager's on shortlisting and support with identifying competencies for CBI and written tests, arranging interview logistics, participating in interviews as Secretariat and submission of cases to the Joint Review Board (JRB).
- Input and update personnel related information in MSRP/HR module, including leave management, and generate relevant reports for data analysis,
- Administration of Individual Consultants and Individual Contractors for PSP Offices Globally, including issuance of PO contracts and verification of payments.
- Create and maintain an accurate database of PSP's Individual Consultants and Contractors globally.
- Regular audit of PSP affiliate workforce registration in MSRP, hereby ensuring the accuracy of data entry across PSP network offices.

- Build and maintain effective working relationships with PSP colleagues globally as well as with other colleagues within and outside UNHCR.
- Provide assistance with the preparation of different HR documents: letters, memorandums, templates, terms of reference, excel tables, etc.
- Perform other related duties as required.

### **Authority**

- Access the relevant information and programme records, Focus/ MSRP data.
- Enforce compliance with the UN/UNHCR staff rules and regulations in the AOR.
- Prepare the corresponding documentation for the issuance of contracts for all categories of personnel.
- Provide inputs for the PSP plan for Individual Consultants and Individual Contractors.

## **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 **“CPH/VN/2018/XXX”** 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