

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

# Internal/External Vacancy Notice

## HR Associate

### Centre Management Unit (CMU)

UNHCR, the UN Refugee Agency is recruiting for a General Service position in Copenhagen, Denmark. The successful candidate will be based in the UN City Copenhagen and working for the Centre Management Unit (CMU) as part of the Copenhagen Global Service Center (CGSC)

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/2019/001
<b>Post Title:</b>	HR Associate
<b>Category:</b>	General Service
<b>Position Number:</b>	10022545
<b>Duty Station:</b>	Copenhagen, DENMARK
<b>Remuneration:</b>	Attractive salary at the G6 level and entitlements according to UN Staff Rules and Regulations.
<b>Duration:</b>	One year contract with possibility of extension
<b>Application deadline:</b>	Sunday 3 February (midnight)

## Organisational context

Human Resources Associate will function under direct supervision of the Human Resources Officer, assisting him/her in personnel administration and other HR related matters of staff under area of responsibility (AOR), including the process of staffing and budget reviews, recruitment and appointment of staff, and in the performance management and staff welfare issues. He/she will assist in coaching and training of junior support staff. Incumbent will have

close working relationship with the staff-related services in UNHCR, such as the Personnel Administration & Payroll Section, Medical Service, Staff Welfare and Global Learning Centre.

## Duties and responsibilities

### **Accountability** (key results that will be achieved)

- The workforce in the AOR is well-informed of and understands the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

### **Responsibility** (process and functions undertaken to achieve results)

- Prepare HR related documents for the annual operations programme review. Provide input in the review of the training needs of the staff, making appropriate proposals to meet identified needs.
- Advise staff members on their rights, obligations, benefits and entitlements, and assist them in interpreting UN/UNHCR staff rules and regulations.
- Participate in the recruitment of local staff including the drafting of vacancy notices and arranging for tests on the required skills. Draft submissions for the review by the local Assignments Committee (AC).
- Administer recruitment, assignment and reassignment of local staff in the AOR, in accordance with UN/UNHCR rules and procedures. Update personnel records in the office, including MSRP entries into HR module where this activity has been rolled out from PAPS to the respective office.
- Assist and coach administrative staff performing personnel administration related functions, including maintenance of the attendance, overtime and leave records.
- Assist newly-arrived international staff with administrative formalities related to their accreditations, security/ground passes, submission of completed forms and related documents to headquarters, arrangements for their onward travel to the field office, if applicable.
- Administer UNHCR medical insurance plan for locally recruited staff. Provide administrative support to staff and dependents in case of medical evacuations.
- Maintain liaison with the counterparts at support sections and divisions at headquarters, as well as at the respective Bureau, on matters related to the

personnel administration support, medical and other issues of staff welfare and safety.

- Perform other duties as required.

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

- Enforce compliance with the UN/UNHCR staff rules and regulations in the AOR.
- Prepare contracts and corresponding extensions in respect of locally recruited staff in the AOR for the authorizing officer's approval.
- Clear calculations for payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.

## Essential Minimum Qualifications and Professional

- Completion of secondary education with post-secondary training/certificate in Business Administration, Office Management, Human Resources Management or related field.
- Minimum 6 years of previous relevant professional experience.
- Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization.
- Fluency in English and working knowledge of another relevant UN language or local language.

## Required competences

- Managing Resources
- Analytical Thinking
- Planning and Organizing

## Desirable Qualifications & Competencies

- Working knowledge of other UN language(s) is an asset

- Field experience with UNHCR and/or with other humanitarian organizations is an asset.
- High IT affinity and working experience of PeopleSoft/MSRP HR module, as well as with MSRP Financials and Focus

## To apply

Applicants should submit the United Nations Personal History Form (P.11), including testimonials/degrees/certificates, their motivation Letter and CV, while quoting **Vacancy Notice Number – CPH/VN/2019/001** 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)

Applicants should be legally present in Denmark or in commutable distance in order to be considered for this position.

Closing date for receipt of applications: Sunday 3 February 2019

Issued on 17 January 2019