



## EXTERNAL VACANCY NOTICE

UNHCR is recruiting for a General Service position in Copenhagen, Denmark. Successful candidates will be based in the UN City Copenhagen and working for Private Sector Fundraising Service (PSP) in UNHCR's Division of External Relations.

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:

<b>Vacancy Notice No:</b>	CPH/VN/2019/002
<b>Post Title:</b>	Senior PSP Assistant (GSCC)
<b>Category:</b>	General Service
<b>Position Number:</b>	10024243
<b>Duty Station:</b>	Copenhagen, DENMARK
<b>Remuneration:</b>	Attractive salary at the G5 and entitlements according to UN Staff Rules and Regulations.
<b>Duration:</b>	One year contract with possibility of extension
<b>Effective date:</b>	01 March 2019
<b>Application Deadline:</b>	Sunday 3 February 2019

### Duties and Responsibilities:

Under the overall guidance and supervision of the PSP Officer (Contribution Record & Management), the Senior PSP Assistant (GSCC) performs income recording and general administrative functions.

In particular, the Senior PSP Assistant will support the global PSP focal points by ensuring that the recording and tracking of contributions (cash and in-kind) is timely and accurate, while following up regularly to ensure that each contribution adheres to proper procedure. Income recording procedures regularly evolve and all staff must be flexible to adapt to and learn new rules.

The Senior PSP Assistant (GSCC) will be under the direct supervision of the Admin/Finance Officer. For both income recording and general administrative functions, s/he interacts with the rest of PSP and thus has regular exchanges with other staff in the PSP network. S/he also liaises directly with Bureaux Desk Officers, Programme Associates, Finance, Treasury and Budget Sections. Externally, the Senior PSP Associate (GSCC) will have contacts with PSP's working level counterparts in the UNHCR branch offices dealing with PSP issues, as well as with national associations regarding income recording and some reporting issues.

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

- Contributions (cash and in-kind) from private sector donors are promptly and accurately recorded, representing donor intents.
- Contributions are tracked with a view to monitoring payment and allocation of funds, monitoring of expenditures of funds, and to ensure reporting deadlines and requirements are met.
- The line manager and other PSP focal points receive relevant information related to contribution recording.
- Administrative support is provided within PSP Global Service Center Copenhagen (GSCC) and to the wider PSP network.

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

- Assist in setting up and updating standard tracking forms on contributions, contract mapping, reporting requirements and other financial data.
- Assist in analysing donor earmarking to accurately reflect donor intention for the use of the funds (including references to specific groups of beneficiaries, regional/country/sectoral earmarking, etc.) and donor conditions (such as reporting requirements, funding period, payment, etc.) in the Contribution Detail (CD) report, as well as ensuring adherence to recording/financial procedures and policies and, in this context, obtain and analyse chart fields.
- Verify accuracy and completeness of supporting documents related to a particular contribution.
- Liaise, as necessary, with Finance, Treasury, DRRM Funding Analysis Unit and relevant PSP focal points.
- Where appropriate, prepare and dispatch thank you letter to the donor.
- Where appropriate, issue cash flash.
- Record the donor's contribution in MSRP (EPM) within expected timeframe.
- In both Livelink and hard copy, set up filing system of all donors under the incumbent's defined area of responsibility and maintain regularly to ensure all relevant documentation (i.e. CDs and supporting documents) are available for audit review, and update multiple tables.
- Ensure effective and efficient communication with branch offices and/or national associations on income related issues.
- Draft routine correspondence as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
- Assist the Service with event planning and preparation, and assist with travel and visa arrangements.
- Assist staff members from the field and HQs with primary advice on income related and administrative issues and provide orientation towards the appropriate HQ or field unit as required.
- Undertake any other income-related and/or admin tasks as required by the Service.

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

- Decide the priority of tasks.
- Raise Contribution Detail (CD) report in MSRP.
- Follow-up with working level counterparts in PSP network and national associations on details of contributions.
- Alert PSP focal points/network when deadlines are approaching.
- Request input from desks at HQ to facilitate accurate income recording.

**Essential Minimum Qualifications and Professional Experience Required:**

- Completion of the Secondary Education with post-secondary certificate/training in Business administration or a related field.
- Minimum 5 years of previous job experience relevant to the functions.
- Excellent knowledge of UN (specifically UNHCR) procedures.
- Excellent knowledge of MS Office Suite (in particular Excel) and MSRP (Finance Supply Chain (AR) and Contributions Management (CM) Modules)
- Statistical and mathematical competencies or accounting skills.
- Excellent knowledge of English.

**Desirable Qualifications & Competencies**

- Knowledge of French.
- Understanding of other computer software.
- Relevant UNHCR learning programmes such as Effective Writing.

**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/2019/002**.

P11 forms are available on [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)

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

Closing date for receipt of applications: **Sunday 3 February 2019 Midnight**

**ISSUED ON 17 January 2019**