



# UNHCR

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

## Terms of Reference

### Senior Education Administration Assistant, LICA 5 (UNOPS)

Education Section, Division of Resilience and Solutions (DRS)

UNHCR Copenhagen

UNHCR, the UN Refugee Agency, is seeking a Senior Education Administration Assistant LICA 5 (UNOPS) within the Education Section of the Division of Resilience and Solutions (DRS) in Copenhagen, Denmark.

UNHCR is a global organization 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 Education Administration Assistant

**Duty Station:** Copenhagen, Denmark

**Duration:** 04/03/2019 to 31/12/2019

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

**Closing date:** 11 February 2019

### Organisational context

UNHCR's education strategy aims to support refugee children and youth to complete their education with skills, knowledge and competencies enabling them to pursue livelihoods and to use their education towards building futures in multiple country contexts reflecting solutions available to them. Addressing the challenges and supporting solutions for refugee children and youth is central to the Comprehensive Refugee Response Framework (CRRF), the Global Compact on Refugees (GCR) and requires significant follow up and collaboration across partners and UNHCR teams.

The Education Section is expanding to be able to enhance refugee children and youth's access to quality national education systems. In order to do this efficiently and effectively, the Section requires additional administrative support.

## The position

The Education Section, within the Division of Resilience and Solutions, has a sizeable team working in the UNHCR Headquarters in Copenhagen, as well as colleagues based in the Regional Office in Nairobi, and in several other locations. The Senior Education Administration Assistant will support all these colleagues by performing a variety of functions related to the work of the Section. This includes close collaboration with the Tertiary Education Associates, particularly on programmatic and budgetary matters related to the programmatic work of the Section, liaising with colleagues based in Headquarters and the field on the administration of workshops, missions and other activities, supporting the section with human resources administrative-related matters, and assisting with presentations, reports and other internal and external informational activities the section is involved in.

## Duties and responsibilities

Under the direct supervision of the Senior Education Officer, the Senior Education Administration Assistant will perform the following duties:

- Assist the Tertiary Education Associates to prepare, maintain, monitor and revise education budgets in FOCUS and monitor expenditures based on MSRP records in consultation with the Resource Management Unit for the Division of Resilience and Solutions;
- Assist with human resources administrative-related matters, liaising closely with the Resource Management Units based in both Copenhagen and Geneva;
- Coordination of mission schedules and facilitation of mission in liaison with country offices;
- Administrative support on workshops conducted by the Education Section, including compilation of participant lists, cost analysis for workshops, liaison with country office staff on workshop locations, transport arrangements and workshop resources, and drafting and following up on Administrative Instructions;
- Provide assistance with the preparation of different Education Section documents, including printing, liaising with Communications Unit on uploading to various internal & external websites, and managing the section's archiving following the UNHCR policy on archiving;
- Coordinate the compilation and storage of knowledge management materials on relevant topics for the education section;
- Any other Admin/Education task as required.

## Monitoring and Progress Controls

This role will work under the direct supervision of the Senior Education Officer, who will set objectives and monitor progress in line with the 2019 Education Section work plan, including but not limited to:

- Preparing and monitoring budgets and ensuring their correct upload to UNHCR applications, including FOCUS and MSRP;
- Ensuring compliance with the UN/UNHCR rules and regulations on recruitment, mission travel, and workshop participation.

## Essential minimum qualifications and professional experience required

- Completion of Secondary school with a Certificate/training preferably with university education in economics, business law, and development studies, international relations, communication, business/marketing and/or any other relevant discipline;
- Minimum 5 years of professional experience preferably in business administration, social science or a related field;
- Computer skills (in MS Office);
- Knowledge of UNHCR financial rules procedures and processes as well as knowledge of specific UNHCR programmes (MSRP, FOCUS, etc.) is desirable and
- Past experience with the UN and/or with a humanitarian I/NGO is desirable.

## Language requirements

- Fluency in written and oral English is required
- Knowledge of French would be desirable

## Key Competencies

- Strong data entry, analytical and organisational skills;
- Strong communication and interpersonal skills;
- Availability to work full time or 40 hours per week

The successful candidate will be based with the UNHCR team in UN City, Marmorvej 51,  
2100 Copenhagen, Denmark

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11),  
and CV to [dencocmuhr@unhcr.org](mailto:dencocmuhr@unhcr.org) indicating “**Senior Education Administration Assistant  
LICA 5**” in the subject of the email.

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

In order to be eligible candidates must be legally present in Denmark at the time of application,  
and available for face to face interviews.

**Closing date for receipt of applications: Monday 11 February 2019 midnight**

**Issued on 28th January 2019**