



# UNHCR

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

## Terms of Reference

### Senior Admin Assistant, LICA 5 (UNOPS)

### Digital Engagement Section

UNHCR, the UN Refugee Agency, is offering a Senior Admin Assistant – LICA 5 (UNOPS) full-time position within the *Digital Engagement Section* in our *Copenhagen Headquarters in Denmark*.

The successful candidate will operate within the Digital Engagement Section (DES), within the Private Sector Partnerships Service (PSP) in Copenhagen.

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 130 countries, using our expertise to protect and care for millions.

**Title:** Senior Admin Assistant

**Duty Station:** Copenhagen, Denmark

**Duration:** 15 June 2019 – 31 December 2019

**Contract Type:** Local Individual Contractors Agreement (LICA) 5 - UNOPS

**Application Deadline:** 23 May 2019 – Midnight (Copenhagen Time)

**Start date:** 15 June 2019

### Organisational 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.

The Digital Engagement Section (DES) team advises on, creates and delivers digital solutions and marketing expertise for engaging with UNHCR's primary audiences including donors, supporters, partners, governments, refugees and staff.

## The position

The Admin Assistant will report to the Senior Digital Engagement Officer, and will act as the main administrative support to the wider Digital Engagement Section (DES) team. They will also provide direct support as needed to the Chief of Section – Digital Engagement.

## Duties and responsibilities

Under the overall supervision of the Senior Digital Engagement Officer, the individual contractor will assist in the following:

- Ensure regular Digital Engagement team meetings are organised on a regular basis and assist the team with booking and preparing other key meetings with internal and external parties, including collation of agenda items, minute taking and actions as well as distribution of materials
- Assist with the preparation of the annual, quarterly, mid-year and monthly income and expenditure reports, according to the formats provided by Fundraising Support Unit in Geneva
- Undertake MSRP and monthly reconciliation of the income and expenditure accounts managed by DES
- Assist in processing procurement submissions, issuing requisitions and purchase orders and review spending authorities, linked to goods and services procured by the team
- Assist the Chief of Section as required with administrative support, including meeting and stakeholder coordination
- Support team in coordinating contracting processes with vendors and external suppliers. Track expiration dates of contract
- Support team with the venue selection and administration of, skill-shares, trainings and other events as planned and when required
- Participate in data gathering, research and analysis as needed
- Work across the team to ensure that electronic filing systems and team collaborative platforms are kept up date with DES team content
- Perform other related duties as required

## Monitoring and Progress Controls

- Prepare and maintain regular status reports on team work projects, and support project coordination within the DES team
- Weekly/Monthly/Quarterly expenditure reports produced
- Expenditure budgets are kept up date and accurate and records kept of all invoices/PO's/SOW's for audit and reporting purposes
- (Staff) meetings arranged and set up and action points/agenda's/minutes produced

## Essential minimum qualifications and professional experience required

The ideal candidate will possess the qualifications and experience listed below:

### Education

- Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field

### Experience

- Minimum 5 years of professional experience preferably in business administration, social science or a related field
- Past experience with the UN and/or with a humanitarian I/NGO is desirable
- Completion of UNHCR learning programmes or specific training relevant to functions of the position
- Knowledge and experience of UNHCR financial rules procedures and processes as well as knowledge of specific UNHCR programmes (MSRP, FOCUS, PeopleSoft.) is desirable

## Key Competencies

Essential competencies:

- Team working
- Communication and inter-personal skills

- Planning and Organizing
- Strong analytical, organisational and multitasking skills
- Computer skills (in MS Office) and practical experience in working with Excel and ERP system
- Strong interest in digital would be an asset

## Languages

- Fluency in English, both verbal and written (required)
- Working knowledge of another UN language and/or local language is an asset

## Location

The successful candidate will be based at the UN City in Copenhagen, Denmark.

## Conditions

The position is initially until the end of the year with possibility of extension. It is a full-time role with working hours from 8.30am to 5pm, Monday to Friday (40 hours per week).

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to: [DENCOCMUHR@UNHCR.ORG](mailto:DENCOCMUHR@UNHCR.ORG) indicating “**Senior Admin Assistant**” in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

**Closing date for receipt of applications: Thursday 23 May 2019 Midnight (Copenhagen Time)**

**Vacancy Notice issued: 9 May 2019**

***The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.***