



UNHCR

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

Vacancy Notice

Resource Management Associate, GS-6

Global Data Service (GDS),
UNHCR Copenhagen, Denmark

Vacancy no: CPH/VN/2021/039

Job Opening ID: 31729

Title: Resource Management Associate

Duty Station: Copenhagen, Denmark

Contract Type: Fixed Term Appointment

Grade: GS-6

Application closing date: 06 December 2021

Organizational Context

The Resource Management Associate position is normally a part of the Resource Management (RM) Unit within a Division or Bureau. The incumbent covers entire resource management area, including providing of technical assistance in budget management of allocated resources (Ops, ABOD and Staffing), Programme (including direct and implementation through Partners), HR (for national and international regular, TA and AWF positions) and Administration. S/he works closely with the other members of the RM team and liaises with the relevant Services/Sections/Units within the Division/Bureau for both the monitoring and implementation of activities and budgets utilization. The incumbent also regularly liaises with the other technical Divisions as well as with Regional Bureaux or Country Operation. The position normally reports to a (Senior) Resource Management Officer.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff

members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties and Responsibilities

- Consolidate budgetary and financial information/analysis to assist the resource allocations at the Division/Bureau level, particularly in relation to Annual Programme Review and Mid-Term Review.
- Participate in the Operational reviews and meetings to assist the Senior Managers in determining resource requirements for Admin and Operations under area of responsibility while taking into account budget ceiling and operational needs.
- Provide inputs and comments on the budgetary matters under ABOD and OPS during the Annual Programme and Mid-Year Reviews.
- Regularly update and maintain accurate budgetary and financial information records, i.e. expenditures, pipelines of submissions for the Budget Committee as well as the decisions of the Budget Committee to assist the efficient and accountable use of resources.
- Assist in preparing project proposals and staffing submissions to the Budget Committee and notifications to the PBS for position changes.
- Prepare correspondence, reports, evaluations and justifications as required on HR and general administrative or specialised tasks, which may be of a confidential nature, within the assigned area of responsibility.
- Regularly monitor budgetary trends (including expenditures, budget balances and spending authority under ABODs and OPS Projects) and report on cases of significant variances, particularly at year-end period to ensure full utilization of the available budgets and spending authority.
- Through the extraction and consolidation of data from MSRP, FOCUS, etc., assist in analysing progress against set targets.
- Assist in identifying and addressing training and capacity-building needs in the areas of programme, resource and RBM, etc.
- Take up follow-up action with the Service/Section Heads for timely completion performance evaluation reports of all Division's staff.
- Support the recruitment of GS staff including the preparation of vacancy notices, screening of applications, conducting tests on the required skills. Draft submissions for the Assignment Committee (AC).
- Support the recruitment of P staff and international consultants by organizing interview panels for advertised positions and assist in preparing interview questions and drafting of manager's views.
- Prepare requests for temporary appointments, contracts and SALs extensions and draft appropriate recommendations to the AC and JRB if required.
- 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 travel, if applicable.
- Perform other related duties as required.

Essential Minimum Qualifications and Professional Experience Required

Education & Professional Work Experience

Years of Experience / Degree Level

For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Relevant Job Experience

Essential

Previous work experience in the areas of Programme/Admin/HR with the knowledge and understanding of administrative functions and exposure to provision of support services in an International Organisation. IT affinity is essential.

Desirable

UNHCR PM1 LP. Knowledge of PeopleSoft/MSRP, Focus and other system software used by UNHCR.

Functional Skills

AD-UNHCR Administrative/Secretarial procedures;

BU-PeopleSoft EPM/Budget;

IT-Computer Literacy;

MS-Drafting, Documentation, Data Presentation;

PG-Resource Planning; eg. FOCUS, Global Focus Insight;

IT-MS Office Applications;

PG-Programme Management (project formulation, programme cycles and reporting standards);

RM-Resource Management;

PG-Results-Based Management;

HR-Recruitment&Vacancy Management procedures;

MS-Provide support, advice, and guidance in the relevant field;

(Functional Skills marked with an asterisk* are essential)

Competency Requirements

Core Competencies:

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies:

Managing Resources

Cross-Functional Competencies:

Analytical Thinking

Planning and Organizing

Technological Awareness

Language Requirements

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Operational Context

UNHCR's new Data Transformation Strategy envisages that by 2025, UNHCR is a trusted leader on data and information related to refugees and other affected populations, thereby enabling actions that protect, include and empower.

The Global Data Service (GDS) in Copenhagen supports the operationalization of this vision by providing support, guidance and advice on policies and technical support (including training), to field operations, to other units in UNHCR Headquarters as well as to external partners, on registration and identity management, on the collection, analysis and dissemination of operational data and statistics. The Service also develops and deploys tools to enable registration, case-management, assistance and data collection and management.

The successful candidate will be based in the UN City Copenhagen working in the Resource Management Unit (RMU) of the Global Data Service.

RMU supports core activities of the Global Data Service and provides comprehensive programmatic, finance, administrative and human resource management support to the Head of the Global Data Service and the Chiefs of respective sections under the GDS in multiple locations such as Copenhagen, Geneva, New York and Budapest.

The successful candidate will cover the entire resource management area, including providing technical assistance in budget management of allocated resources (Ops, ABOD and Staffing), Programme (direct implementation and Implementing Partners), HR (for national and international regular, TA and AWF positions) and Administration. S/he will work closely with the other members of the RMU and liaises with the relevant Sections/Units within the Global Data Service for both the monitoring and implementation of activities and budgets utilization. The incumbent also regularly liaises with the other technical Divisions as well as with Regional Bureaux or Country Operation, if required. The position reports to the Resource Management Officer.

For the management of the Registration Stockpile, the incumbent will work closely alongside the General Service Section in Geneva and the Procurement Service and the Finance Section in Budapest. The incumbent will negotiate and liaise with contractors and commercial firms as required.

To Apply

All applications are received online through the [MSRP Portal](#) with a Letter of Interest.

- **Job Opening ID 31729:** Resource Management Associate G6 - PN 10036923

For any technical problems encountered during the online application, please contact the Global Service Desk at globalsd@unhcr.org by allowing sufficient time for the resolution of the problem.

A written assessment might be included in the recruitment process.

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.

The deadline for applications is midnight 06 December 2021.