



**UNHCR**

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

# VACANCY NOTICE

Administrative Associate,

GS6 Temporary Appointment (internally/externally advertised)

World Bank-UNHCR Joint Data Center on Forced Displacement  
(JDC), Copenhagen Denmark

**Title:** Administrative Associate

**Vacancy No:** CPH/VN/2022/049

**Duty Station:** Copenhagen, Denmark

**Contract Type:** General Service, GS6

**Duration of Contract:** 8 months (maternity cover)

**Application Closing date:** 16 October 2022, Midnight CET

## Operational Context

UNHCR, the UN Refugee Agency, is offering an Administrative Associate role within the World Bank-UNHCR Joint Data Center on Forced Displacement (JDC), Copenhagen Denmark.

UNHCR, the UN Refugee Agency, protects people forced to flee their homes because of conflict and persecution. We work in over 130 countries, protecting millions of people by responding with life-saving support, safeguarding fundamental human rights and helping them build a better future.

The [World Bank-UNHCR Joint Data Center on Forced Displacement \(JDC\) was inaugurated and established](#) within the UN City premises in Copenhagen, Denmark in October 2019 and is a component of the overall cooperation between the two organizations. Its mission is to enhance the ability of stakeholders to make timely and evidence-informed decisions that can improve the lives of refugees, IDPs and stateless people and their hosts. The JDC is staffed equally by the World Bank and UNHCR. The JDC's team consists of 15 persons, including 6 senior technical expert personnel (3 economists, 2 data scientists and 2 statisticians), 2 communication, 2 fellows, 2 admin/program, 1 intern and the Head and Deputy Head. The Administrative Associate is responsible for supporting the administrative and resource management of the over 50 activities under the JDC's work programme and with a particular focus on the over 15 UNHCR-led activities. These are mainly implemented at field level but some also at the level of HQ. Responsibilities also include contributions to the UNHCR specific budget planning and reporting processes, fundraising/donor management and scoping of new activities. In addition to the general office

management, the successful candidate will support the communications and reporting of the JDC as well as the coordination of meetings and ongoing processes. In terms of years of experience, six years of relevant experience, as a minimum, is required and fluency in English as well as working knowledge of another relevant UN language is required.

Given the Administrative Associate's responsibilities for the smooth functioning of resource management and administrative matters in the JDC, and towards a broad and varied range of activities, as well as efficient running of the team and its collaborations, it will be crucial for the selected candidate to have solid project/programme management skills and a process optimization mindset.

The Administrative Associate will report to the JDC Deputy Head and is expected to interact with and support the entire WB-UNHCR team as one team.

## Organizational Setting and Work Relationships

The Administrative Associate is responsible for the office management in assisting the concerned manager in the implementation of general administrative and resource management tasks.

The Administrative Associate is normally supervised by a (Senior) Administrative Officer or a National Administrative Officer who defines general work objectives and provides necessary advice and guidance. The incumbent may supervise some support staff. S/he keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Headquarters; with local suppliers and/or officials and/or Implementing Partners (IPs) on subject matters which may be of importance to the Organization.

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

- Assist the supervisor in the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Assist the supervisor in ensuring the UNHCR Office premises provide a healthy, safe and respectful working environment.
- Provide administrative support in the areas of finance, administrative and human resources as well as up to date and accurate data and records in MSRP and other systems.
- Provide interpretation of administrative rules, regulations and procedures. Perform personnel work including processing of entitlement, issuance of contracts maintenance of various personnel records and files.
- Assist in the recruitment of General Service staff for non-specialized work including evaluating candidate applications, administering recruitment exams if applicable, conducting preliminary interviews of candidates; assign General Service staff to meet work requirements.

- Collect information and assist in conduct of surveys on local cost of living, daily subsistence allowance criteria, local salaries for office and servicing staff, house rentals.
- Brief international personnel on general administrative matters relating to visas, licences, security; provide advice and ensure administrative support as required.
- Arrange for and/or attend meetings on day-to-day administrative matters, participate in discussions of new or revised procedures and practices, interpret and assess the impact of changes and make recommendations for follow-up action.
- Prepare, on own initiative, correspondence, reports, evaluations and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
- Assist in the preparation of office budgets applicable to staff and servicing costs and maintain necessary budgetary control records.
- In addition to general administration responsibilities, may also supervise directly or indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Arrange for requisition of office supplies and equipment and arrange for control of distribution and maintenance of appropriate inventory records.
- Perform other related duties as required.

## Minimum Qualifications

### 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*

#### Certificates and/or Licenses

Business Administration, Finance, Office Management, Human Resources or other related fields.

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#### Relevant Job Experience

##### ***Essential***

Not specified.

##### ***Desirable***

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

#### Functional Skills

\*IT-Computer Literacy;

*UN-UN/UNHCR Administrative Rules, Regulations and Procedures;*

*UN-UN/UNHCR Financial Rules and Regulations and Procedures;*

*SC-UNHCR Procurement Rules and Procedures;*

*IT-PeopleSoft EPM/Budget;*

## **Language Requirements**

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

## 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*

*Change Capability and Adaptability*

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.

## Eligibility

This position is open to applications from internal and external candidates provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled.

Applications must be supported by documentation of fully effective performance history and demonstrated potential to assume professional responsibilities.

Your application will NOT be considered if the application form is not duly filled.

Interested staff members should consult the Policy on Recruitment and Assignment of Locally-recruited Staff (RALS).

Staff in the GS category are recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

## Location and Conditions

The successful candidate will be based in Copenhagen, Denmark.

Shortlisted candidates might be required to sit for a written test. Only shortlisted candidates will be notified. No late applications will be accepted.

Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).

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.

## To Apply

Interested applicants should submit their letter of motivation, signed Personal History Form (PHF) to [DENCOCMUHR@unhcr.org](mailto:DENCOCMUHR@unhcr.org) indicating “**Administrative Associate - CPH/VN/2022/049**” in the subject of the email.

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

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 **16 October 2022 at midnight (CET, Central European Time)**.