



UNHCR

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

VACANCY NOTICE

Associate Administrative Officer,

NOB Fixed Term Appointment (internal/external advertisement)

Centre Management Section, UNHCR Copenhagen

Title: Associate Administrative Officer (PN. 10025099)

Vacancy No: CPH/VN/2022/047

Duty Station: Copenhagen, Denmark

Contract Type: National Professional, NOB

Duration of Contract: 1 year

Application Closing date: 06 October 2022, Midnight CET

Operational Context

UNHCR, the UN Refugee Agency, is offering an Associate Administrative Officer role within the Centre Management Section in Copenhagen Headquarters in 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.

This position is located in the Centre Management Section (CMS) of the UNHCR Global Service Centre in Copenhagen, and serves departments both within CMS and the wider organization.. The incumbent will report to the Senior Admin Officer. The Centre Management Section (CMS) is headed by the Chief of Section, who supervises five functions which are all located in Copenhagen. These include 1. Human Resources Unit, 2. Travel Unit, 3. Finance Unit, 4. Admin Unit and 5. Information Communication Technology Unit.

Additional relevant experience:

Protocol and liaison

- Coordinate the provision of day-to-day support to, and liaison with, UNHCR leadership and the host government

- Facilitate and coordinate with the Chief Protocol all the organization's administrative matters as they relate to UNHCR's obligations under the Host Country Agreement
 - Assist in arranging all meetings between UNHCR officials and local authorities
 - Maintain communication with the State Protocol during official events and visits by UNHCR representatives
 - Liaise with and maintain close working relationships with other agencies residing in the UN City as required to facilitate the smooth functioning of the CGSC
 - Assist in facilitating the organization of high-level visits, with access to airport, border formalities etc. Identify and visit in advance venues of activities and meetings to make appropriate arrangements
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- Draft correspondences, including Note Verbal, to the attention of the Danish Government and other partners, as required
 - Advise staff on matters of protocol and policy procedures.
 - Acts as the liaison between UNHCR and the host country for the purpose of facilitating and ensuring the proper registration of the staff and their dependents
 - Register and de-register diplomatic and non-diplomatic staff, including processing requests of diplomatic privileges and immunities for diplomatic personnel; request issuance and extension of residence permits for all CGSC personnel and their eligible family members
 - Process entry/work visas request, various documentation for all international CGSC staff; support in facilitating visa requests for eligible family members
 - Advise staff on all civil services-related matters and assist with access to relevant citizen services in the country
 - Liaise with and maintain close working relationships with relevant Government departments to facilitate the smooth functioning of the CGSC
 - Develop, strengthen, and maintain strong collaborative working relations with Danish Government stakeholders including at the highest levels in the key sectors
 - Organize, prepare, and contribute to written outputs, including reports, background briefs, talking points, correspondence, and other communications products as required on developments and partnerships with stakeholders and other actors
 - Liaise with a variety of non-Governmental entities to facilitate cooperation between such entities and UNHCR staff members

Inter-Agency

- Liaise with and maintain close working relationships with other agencies residing in the UN City as required to facilitate the smooth functioning of the CGSC
- Take part in various inter-agency groups and initiatives to actively represent UNHCR interests and contribute to joint interventions at the UN City level

General Administration

- Prepare and implement plans for re-distribution of the office space in the UN City according to operational needs, in line with the established standards and to ensure CGSC office premises provide a healthy, safe and respectful working environment.
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- Support the administration with needs assessment as well as acquisition of office furniture and equipment
- Support his/her supervisor in the coordination of inputs for reports and other sensitive and confidential communications
- Provide support to the work of the CMS and assist with the general management and administration of its work
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- Support his/her supervisor in the coordination of inputs for reports and other sensitive and confidential communications
- Provide support to the work of the CMS and assist with the general management and administration of its work
- Provide administrative assistance to UNHCR staff members in relation to Danish Governmental and non-Governmental entities

Security

- Act as UNHCR Security Focal point in the UN City
- Maintain and enhance lines of communication with the UN City Security and actively contribute to the development or update of the SRM processes
- Support UNHCR personnel serving as members of the country Security Management Team (SMT) and Wardens; liaise between UNHCR floor wardens and UN City Security
- Monitor compliance with standards established through the Security Risk Management process and prepare periodic reports as required
- Support UN City Security in planning for evacuation and other contingencies test plans in exercises or drills to ensure that personnel are familiar with contingency plans and can implement them effectively in an emergency
- Coordinate and assist in management of critical incidents and post-incident processes reporting to manager and UN City Security.
- Request security access for visitors, new CGSC personnel
- Ensure that UNHCR staff members participate in the UN City Security briefing

Other

- Approve travels, travel advances
- Approve payment vouchers

Organizational Setting and Work Relationships

The Associate Administrative Officer is responsible for supporting the Office/Bureau in the implementation of general administrative and resource management tasks. S/he will work quite independently on regular assignments with an oversight from the supervisor, who will provide general guidance and work plans for identifying work priorities and appropriate approaches; work is controlled for meeting expected results.

S/he will establish and maintain efficient administrative control mechanisms to ensure compliance with UN administrative, financial and human resources rules and procedures. Contacts on administrative/budgetary related issues are mainly with Sections/Units/Offices within the organization both at HQ and in the Field and with local suppliers/services to ensure provision of services and resolution of difficult problems.

Frequent external contacts with counterparts in other organizations or at working level in national Governments on issues of importance to Organization's programmes. He/she acts as adviser or representative of the Organization with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority.

The incumbent directly supervises general service staff.

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

- Contribute to the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office.
- Monitor the day-to-day personnel and administrative operations of the office.
- Provide advice on personnel and administrative policies and procedures.
- Assist with the implementation of processes and procedures to improve and strengthen internal controls in line with UNHCR rules and regulations.
- Participate in the recruitment and appointment process, and assist with administrative formalities concerning local General Service staff.
- Coordinate training and capacity-building activities to staff in administrative related areas.
- Assist with the preparation of staffing and administrative budget requirements for the office.
- Assist in the competitive procurement process for selecting, awarding and issuing local contracts, in line with UNHCR regulations, rules and procedures.

- Facilitate the mission travel of staff, including following up on travel authorizations, bookings, tickets.
- Monitor the quality and timeliness of goods and services delivered to the office.
- Manage contracts and relations with suppliers.
- In coordination with Human Resources and Field Security, undertake periodic reviews to ensure that the Office premises are set up and staff accommodation are managed in line with the organizational policies and any related issues are brought to the attention of DHR.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Relevant Job Experience

Essential

Work experience in at least one of the following fields: Human Resources, Administration, Budget, Finance, and Procurement. Excellent computer skills, in particular in MS Office applications.

Desirable

Working experience of at least one year in an intergovernmental organization (United Nations or similar). Good knowledge of UNHCR's administrative rules and procedures. Working experience with PeopleSoft/Oracle Financial and/or HR modules.

Functional Skills

AD-Administration;

FI-Financial Management;

FI-Funds Monitoring/Identifying Cash Flow Problems;

MG-Office Management;

RM-Resource Management;

UN-UNHCR Financial Rules and Regulations and Procedures;

Language Requirements

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

Competency Requirements

Core Competencies:

Accountability

Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies:

Managing Performance
Judgement and Decision Making
Managing Resources
Empowering and Building Trust

Cross-Functional Competencies:

Planning and Organizing
Political Awareness
Analytical Thinking

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).

National Professional Officers should be nationals of, and be locally recruited within the country of their employment.

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 indicating “**Associate Administrative Officer - CPH/VN/2022/047**” 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 **06 October 2022 at midnight (CET, Central European Time)**.