



UNHCR

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

VACANCY NOTICE

Senior Human Resources Assistant

GS5 Fixed Term Appointment (internally/externally advertised)

Centre Management Section, UNHCR Copenhagen

Title: Senior Human Resources Assistant (Position Number: 10025102)

Vacancy No: CPH/VN/2022/048

Duty Station: Copenhagen, Denmark

Contract Type: General Service, GS5

Duration of Contract: 1 year

Application Closing date: 09 October 2022, Midnight CET

Operational Context

UNHCR, the UN Refugee Agency, is offering a Senior Human Resources Assistant 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.

The position will be within UNHCR's Human Resources Unit, which sits within the Centre Management Section (CMS) and serves departments both within CMS and the wider organization. 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.

Organizational Setting and Work Relationships

Senior Human Resources Assistant will function under direct supervision of the Administrative or Human Resources Officer, assisting him/her in personnel administration and other HR related matters, including the process of recruitment and appointment of staff, and in the performance management and welfare issues of staff under area of responsibility (AOR).

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 in the recruitment, assignment, reassignment and separation of local service staff. Prepare documents for the interview panel for the recruitment of local staff.
- Process local staff members' contracts, entitlements and benefits in accordance with Staff Rules and established HR procedures.
- Update personnel related information in MSRP/HR module where this activity has been rolled out from PAS to the respective office.
- Advise staff members on their rights, obligations, benefits and entitlements, and assist them in interpreting UN/UNHCR staff rules and regulations.
- Assist newly-arrived international staff with administrative formalities related to their accreditations, security/ground passes, submission of completed forms and related documents to headquarters, arrange travel and hotel reservations
- Assist with shipment of their personal effects in coordination with the logistics section.
- Administer UNHCR medical insurance plan for locally recruited staff. Provide administrative support to staff and dependants in case of medical evacuations, as well as security evacuations/relocations. Maintain daily tracking record of staff and families to provide accurate information in case of emergency.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
- Initiate calculations for payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.
- Initiate routine correspondence on HR matters for the authorizing officer's approval.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Certificates and/or Licenses

Secretarial;
Administrative;

Relevant Job Experience

Essential

Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization.

Desirable

Field experience with UNHCR and/or with other humanitarian organizations is an asset. High IT affinity and working experience of PeopleSoft/MSRP.

Functional Skills

IT-Computer Literacy;

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

FI-PeopleSoft Financial Management;

HR-PeopleSoft Human Capital Management;

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

IT-Enterprise Resource Planning (ERP);

EX-Field experience with UNHCR and/or with other humanitarian organizations;

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

Not specified.

Cross-Functional Competencies

Planning and Organizing

Technological Awareness

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 indicating “**Senior Human Resources Assistant - CPH/VN/2022/048**” 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 **09 October 2022 at midnight (CET, Central European Time)**.