



Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR has helped tens of millions of people restart their lives. Within its EHP recruitment programme UNHCR is now looking for:

Associate Human Resources Officers

The Associate Human Resources Officer performs HR related activities within the Country/Operation and assists in the process of staffing and budget reviews, recruitment and appointment of staff, and in the performance management and staff welfare issues. The Associate Human Resources Officer participates in the preparation of the annual operations and staff requirement submissions, and in the review of the training needs of the staff.

Required competencies

- Empowering and Building Trust
- Managing Performance
- Judgement and Decision Making
- Managing Resources
- Analytical Thinking
- Planning and Organizing
- Change Capability and Adaptability

Education and Work Experience

- University Degree in Human Resources Management/Administration, Law or a related field.
- Minimum 2 years of previous relevant professional job experience.
- Field experience with humanitarian organizations is an asset.
- Good communicator with strong interpersonal skills to deal with staff members of different cultural and educational backgrounds.
- Excellent knowledge of English with working knowledge of another UN language.