

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position: Personnel Administration Associate
Position Number: 10012829
Category & Level: General Service, G-6
Location: Personal Administration and Payroll Section (PAPS)
Human Resources Staff Services (HRSS)
Global Service Centre, Budapest
Effective date: ASAP
Duration: initially for a period of one year in replacement capacity*
Closing Date: **20 April 2017**

ORGANIZATIONAL CONTEXT

The Personnel Admin Associate (PAPS) will function under direct supervision of the Personnel Administration Officer or Senior Personnel Administration Associate of Personnel Administration and Payroll Section (PAPS) within HR Staff Services in Budapest. The incumbent works independently on regular assignments with an oversight from supervisor who provides general guidance and work plans for identifying work priorities and appropriate approaches. S/He will be working in a working environment in which various personnel administration issues will be discussed and actions would be initiated. The confidentiality of all personnel matters and the need to deal with clients in a courteous and efficient manner are salient features of this position.

FUNCTIONAL STATEMENT

Accountability

- Rules & regulations and standard operational procedures related to Personnel Administration are adhered to as per established policies.

Responsibility

- Interpret and apply the UN staff rules and regulations to ensure uniform and consistent application of Administrative rules and procedures on concerned UNHCR staff.
- Provide clarifications to the staff members on their eligibility for benefits and entitlements within their respective condition of employment.
- Verify Staff Personnel data that are entered in the MSRP Human Resources database. Take required corrective measures in the event erroneous data are found. Upon verification and analysis of data, take appropriate action.
- Maintain effective and cordial working relationship with UNHCR staff members and other counterparts within the organization as well as outside in order to ensure expedition of required action(s) observing discretion, due confidentiality and courtesy in all his/her dealings with staff members and the counterparts.
- Control and manage the Personnel records and monitor the personnel related correspondence between the UNHCR offices and PAPS with a view to ensure accurate and timely responses are given at all the time.
- Stay abreast of policy developments and application of administrative procedures on Personnel/Human Resources issues so that appropriate responses can be given to various queries by the staff member.
- Perform other related duties as required.

*There is a lien to the position.

Authority

- Prepare payments/disbursements/statutory claims that are due to UNHCR staff members and other clients as per established UNHCR admin/finance rules and other official issuances.
- Access the relevant information and records of individual staff members.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Completion of Secondary Education or its equivalent technical or commercial school with course work/training in Human Resources Management/Personnel Administration.
- Minimum 6 years of experience progressively responsible functions in an office that administer/manage a large number of staff, preferably within the UN.
- Good knowledge in Administrative procedures, processes and provision of support services in an International organization.
- High IT affinity is essential with excellent computer skill and working knowledge in MS Office software.
- Excellent knowledge of English (written/oral/comprehension).
- Judgement and Decision Making
- Managing Resources
- Analytical Thinking
- Technological Awareness
- Planning and Organizing

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Knowledge of People Soft or any other ERP HR software application.
- Knowledge of new or revised HR rules, policies and procedures.
- Completion of UNHCR learning programmes or specific training relevant to the functions of the position.
- Working knowledge in French and/or any other UN language.

ELIGIBILITY

External candidates must be legally present in Hungary at the time of application, recruitment and hire.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail with **“LAST name – Personnel Administration Associate (10012829) position”** in the subject line to: HQBSCAPC@unhcr.org by **20 April 2017**.

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

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

*There is a lien to the position.