

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**INTERNAL/EXTERNAL VACANCY NOTICE**

Title of Position: Human Resources Associate  
Position Number: 10030045  
Category & Level: General Service, G-6  
Affiliate Partnerships and Recruitment Section  
Location: Global Service Centre, Budapest  
Effective date: ASAP  
Duration: initially for a period of one year  
Closing Date: **5 March 2019**

**ORGANIZATIONAL CONTEXT**

Human Resources Associate will function under direct supervision of the Administrative or Human Resources Officer, assisting him/her in personnel administration and other HR related matters of staff under area of responsibility (AOR), including the process of staffing and budget reviews, recruitment and appointment of staff, and in the performance management and staff welfare issues. He/she will assist in coaching and training of junior support staff. Incumbent will have close working relationship with the staff-related services in UNHCR, such as the Personnel Administration & Payroll Section (PAPS), Performance Management Unit (PMU), Career Management Section (CMS), Staff Health & Welfare Service (SHWS) and Global Learning Centre (GLC).

**FUNCTIONAL STATEMENT**

**Accountability**

- UNHCR adheres to the principles of the People Strategy in recruiting, placing, supporting and developing our people.
- The workforce in the AOR is well-informed of and understands the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

**Responsibilities**

- Prepare HR related documents for the annual operations programme review. Provide input in the review of the training needs of the staff, making appropriate proposals to meet identified needs.
- Advise staff members on their rights, obligations, benefits and entitlements, and assist them in interpreting UN/UNHCR staff rules and regulations.
- Participate in the recruitment of local staff including the drafting of vacancy notices and arranging for typing, driving and/or other tests on the required skills. Draft submissions for the review by the local Assignments Committee (AC).
- Administer recruitment, assignment, reassignment and separation of local staff in the AOR, in accordance with UN/UNHCR rules and procedures. Update personnel records in the office, including MSRP entries into HR module where this activity has been rolled out from PAPS to the respective office.
- Assist and coach support staff performing personnel administration and other HR related functions, including but not limited to the maintenance of the attendance, overtime and leave records.
- Assist newly-arrived international staff with administrative formalities related to their accreditations, security/ground passes, submission of completed forms and related documents to headquarters, arrangements for their onward travel to the field office, if applicable.
- 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 liaison with the counterparts at support sections and divisions at headquarters, as well as at the respective Bureau, on matters related to the personnel administration support, medical and other issues of staff welfare and safety.
- Perform other related duties as required.

**Authorities**

- Enforce compliance with the UN/UNHCR staff rules and regulations in the AOR.
- Prepare contracts and corresponding extensions in respect of locally recruited staff in the AOR for the authorizing officer's approval. Initiate Payroll clearance for the separation of locally recruited staff.
- Clear 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.

**ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES**

- Completion of secondary education with post-secondary training/certificate in Business Administration, Office Management, Human Resources Management or related field.
- Minimum 6 years of previous relevant experience. *NOTE: For GSC Budapest, the required years of work experience is reduced to 50%, i.e. 3 years. The period of a completed and relevant minimum first level university degree (equivalent to BA) shall count for no more than 50% of the required work experience. Priority will be given to eligible applicants meeting the full requirements.*
- Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization.
- Fluency in English and working knowledge of another relevant UN language or local language.
- Managing Resources
- Analytical Thinking
- Planning and Organizing

**DESIRABLE QUALIFICATIONS AND COMPETENCIES**

- Working knowledge of other UN language(s).
- Field experience with UNHCR and/or with other humanitarian organizations is an asset.
- High IT affinity and working experience of PeopleSoft/MSRP HR module, as well as with MSRP Financials and Focus.

**ELIGIBILITY****Internal candidates**

General Service Staff members currently serving at the duty station where the vacancy exists, who have been appointed through the AC process and have indefinite or Fixed Term appointment. Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, please contact Nelli Hevesi ([hevesi@unhcr.org](mailto:hevesi@unhcr.org)).

**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 – Human Resources Associate (10030045) position"** in the subject line to: [HQBSCAPC@unhcr.org](mailto:HQBSCAPC@unhcr.org) by **5 March 2019**.

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>