UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position:	Senior Business Analysis Associate (HR)
Position Number:	10012826
Category & Level:	General Service, G-7
Location:	Division of Human Resources
	Systems, People and Analytics Section
	Global Service Centre, Budapest
Effective date:	ASAP
Duration:	initially for a period of one year
Closing Date:	**19 February 2019**

ORGANIZATIONAL CONTEXT

The Snr Business Analysis Associate (HR) will function under the direct supervision of the Snr Business Analyst (HR), in the Division of Human Resources (DHR). The principal role of the incumbent is to help ensure the ongoing and overall end-to-end integration in the following MSRP HR modules (Workforce Administration, Position Management, Recruitment, Benefits, Staff Welfare, LAS, Employee Self-Service and Manager Self-Service). Of particular importance is the Recruitment module which has a high volume usage, and complex functionality to support. Integrations with other systems that connect to/from MSRP HR will also be supported by the Snr Business Analyst (HR) with assistance from the incumbent. System change requests are often in relation to policy changes or the re-engineering of procedures, or key initiatives such as Strategic Workforce Planning.

Tasks will include translation of business requirements into specifications for IT developers who are managed by the Division of Information System and Telecommunication (DIST). The incumbent will work closely with the Snr Business Analyst (HR) and DHR colleagues towards enhancement and automation of their business processes through the use of technology, including advanced Excel, BI tools, Sharepoint and Artificial Intelligence.

As needed, the incumbent will also assist the Snr Business Analyst (HR) in analysis and testing of MSRP HR functionality changes which may result from technical/image upgrades. The incumbent will assist the Snr Business Analyst (HR) with day-to-day support to the users as needed per escalation of issues

MAIN DUTIES

- Assist in solutions and design for business process challenges, through the use of technology.
- Assist in re-engineering/enhancement of business processes or current PeopleSoft HR module/functionality, to ensure compliancy of HR policies and administrative instructions, with the goal of improved efficiency for DHR and staff/affiliates through self-service.
- Interface with system design and development counterparts in DIST to finalize enhancement/change request specifications.
- Assist in providing quality assurance (pre UAT testing) of developed solutions.
- Assist in coordination of User Acceptance testing (UAT), and perform UAT as needed on behalf of DHR colleagues/teams.
- Assist in the implementation of new functions, coaching/training resources as related to the deployment of new MSRP HR functions.
- Assist in DHR process improvement discussions, looking for streamlining opportunities with view to standardizing and simplifying processes and services within DHR and as they relate to staff/affiliates.
- Prepare end-user training materials and assist in formulating training approaches which align with functionality being deployed.
- Provide post-change follow-up support to units and staff to ensure successful stabilisation.
- Use tools such as PowerBI, Excel, MSRP Query Manager, Sharepoint, and Artificial Intelligence tools, to support and provide efficiencies to business processes as they relate to the HR application and data.
- Keep informed regarding developments in ERP and BI systems.

- Address HR's section's priorities and support DHR together with the supervisor.
- Undertake any other related tasks as required.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Completion of secondary education with post-secondary certificate/training in the field of business administration, international relations, information technology or related fields.
- Minimum 11 years relevant work experience with IT systems and in business analysis.
- Prior experience with ERP, or HR systems such as Oracle PeopleSoft HCM, with strong experience and exposure in the recruitment processes and the interactions with other modules.
- Experience in finding technical solutions and efficiencies for business process challenges.
- Involvement in change management initiatives in an international or multinational environment, with specific change management experience in at least one ERP deployment project/key initiative (preferably PeopleSoft), preferably within the UN system.
- Experience with Human Resources procedures/processes and exposure to provision of support services in an International Organization.
- Excellent knowledge of English (written/oral/comprehension).
- Analytical Thinking.
- Innovation and Creativity.
- Technological Awareness.

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Very good working knowledge of standard desktop tools such as MS Office suite, advanced Sharepoint, advanced Excel skills, and basic knowledge of Oracle SQL is an asset. Demonstrated ability to learn new software tools and methods of supporting business processes. Experience with PowerBI and Artificial Intelligence is an asset.
- Successful completion of one or more courses related to PeopleSoft HCM systems.
- Interest and passion for technology.
- Demonstrated ability to manage tasks to a target timeline.
- Ability to articulate ideas, oral and written, to both technical and non-technical audiences.
- Experience with UN or International Organization rules/procedures and processes.
- Experience with UNHCR business functions and/or policies and practices.
- Knowledge of additional UN language(s).

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).

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– Senior Business Analysis Associate (HR) (10012826) position**" in the subject line to: HQBSCAPC@unhcr.org by **19 February 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