



UNHCR

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

Internal/External Vacancy Notice

Senior Human Resources Assistant, G5, Fixed-Term Appointment, Centre Management Section, UNHCR Copenhagen

UNHCR, the UN Refugee Agency is recruiting for a General Service Fixed-Term position in Copenhagen, Denmark. The successful candidate will be based in UN City Copenhagen and working for the HR Unit of the Centre Management Section.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of people are forced to flee their homes to escape conflict and persecution. We are in over 130 countries, using our expertise to protect and care for millions.

Vacancy Notice:	CPH/VN/2020/004
Position No:	10022545
Title:	Senior Human Resources Assistant
Category:	General Service G5
Contract Type:	Fixed-Term Appointment
Duty Station:	Copenhagen, Denmark
Remuneration:	Attractive salary at the G5 level and entitlements according to UN Staff Rules and Regulations.
Duration:	One year contract with possibility of extension
Application deadline:	28 January 2020 – midnight Copenhagen time

Organisational context

Senior Human Resources Assistant will function under direct supervision of the Human Resources Officer or the Human Resources Associate, 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). The HR Unit is an integral part of the Centre Management Section

which supports the personnel of the Copenhagen Global Service Centre in a client-oriented and approachable manner.

Duties and responsibilities

Accountability (*key results that will be achieved*)

- The workforce in the AOR is well-informed of the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

Responsibility (*process and functions undertaken to achieve results*)

- Assist in the recruitment, assignment, reassignment and separation of local general 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 PAPS 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.
- Perform other related duties as required.

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- 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.

Essential Minimum Qualifications and Professional experiences

- Completion of secondary education with certificates in secretarial and administrative training.
- Minimum 5 years of previous relevant work experience.
- 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.

Required competences

- Planning and Organizing

Desirable Qualifications & 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.
- Excellent written communication skills.
- Ability to work as part of a team and client-oriented attitude (internal and external).
- Respect for diversity and ability to work with people from a variety of background.

Location

The successful candidate will be based with the UNHCR team in the UN City, Copenhagen.

Conditions

It is a full-time role with working hours from 8.30am to 5pm, Monday to Friday (40 hours per week).

To apply

Applicants should submit the United Nations Personal History Form (PHF) including testimonials/degrees/certificates, their motivation letter and CV, while quoting “*Vacancy Notice Number - CPH/VN/2020/004*” in the subject line.

Personal History Forms (PHF) are available at www.unhcr.org/recruit/p11new.doc

Applications should be submitted to: HR/Vacancy Management Unit Copenhagen, e-mail: dencocmuhr@unhcr.org

As part of the recruitment process candidates might be requested to complete a technical assessment.

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.

[Closing date for receipt of applications: 28 January 2020 – midnight](#)

Issued on 14 January 2020