Terms of Reference

Administrative Associate, G6
Temporary Assignment - General Service
Joint Data Center
Division of Resilience and Solutions

UNHCR, the UN Refugee Agency is offering a General Service position in Copenhagen, Denmark. The successful candidate will be based in the UN City Copenhagen and will be working in the Joint Data Center (JDC), Division of Resilience and Solutions (DRS).

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 men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 138 countries, using our expertise to protect and care for millions.

Post Title: Administrative Associate
Vacancy Notice No: CPH/VN/2019/036
Category/Grade: General Service, G6 TA
Type of Contract: Temporary Assignment
Duty Station: Copenhagen, DENMARK
Duration: 6 months (maternity replacement)
Application Deadline: 8 December 2019 Midnight

Organisational Setting and Work Relationships

The UNHCR-World Bank Joint Data Centre (JDC) established within the UN City premises in Copenhagen, Denmark, is a component of the overall cooperation between the two organizations. Its purpose are (i) to improve global data and analysis of the socio-economic circumstances of forcibly displaced populations (refugees, IDPs and stateless), and (ii) to influence the internal organization and delivery of data and analytics on forced displacement within the respective organizations.
The Administrative Associate is responsible for the office management in assisting the concerned manager in the implementation of general administrative and resource management tasks.

The Administrative Associate is normally supervised by a (Senior) Administrative Officer or a National Administrative Officer who defines general work objectives and provides necessary advice and guidance. The incumbent may supervise some support staff. S/he keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Headquarters; with local suppliers and/or officials and/or Implementing Partners (IPs) on subject matters which may be of importance to the Organization.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties and responsibilities

- Assist the supervisor in the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office;
- Assist the supervisor in ensuring the UNHCR Office premises provide a healthy, safe and respectful working environment;
- Provide administrative support in the areas of finance, administrative and human resources as well as up to date and accurate data and records in MSRP and other systems;
- Provide interpretation of administrative rules, regulations and procedures. Perform personnel work including processing of entitlement, issuance of contracts maintenance of various personnel records and files;
- Assist in the recruitment of General Service staff for non-specialized work including evaluating candidate applications, administering recruitment exams if applicable,
conducting preliminary interviews of candidates; assign General Service staff to meet work requirements;

- Collect information and assist in conduct of surveys on local cost of living, daily subsistence allowance criteria, local salaries for office and servicing staff, house rentals;
- Brief international personnel on general administrative matters relating to visas, licenses, security; provide advice and ensure administrative support as required;
- Arrange for and/or attend meetings on day-to-day administrative matters, participate in discussions of new or revised procedures and practices, interpret and assess the impact of changes and make recommendations for follow-up action;
- Prepare, on own initiative, correspondence, reports, evaluations and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility;
- Assist in the preparation of office budgets applicable to staff and servicing costs and maintain necessary budgetary control records;
- In addition to general administration responsibilities, may also supervise directly or indirectly, activities concerned with office and grounds maintenance, security, transport and similar services;
- Arrange for requisition of office supplies and equipment and arrange for control of distribution and maintenance of appropriate inventory records;
- Perform other related duties as required.

**Essential Minimum Qualifications and Professional experiences**

- 6 years relevant experience with High School Diploma plus Advanced Training/Certificate in Business Administration, Finance, Office Management, Human Resources or other related fields;
- IT-Computer Literacy; and
- Fluency in English and working knowledge of another relevant UN language.
Required Competences

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation
- Managing Resources
- Analytical Thinking
- Planning and Organizing
- Change Capability and Adaptability

Desirable Qualifications & Competencies

- Completion of UNHCR learning programmes or specific training relevant to functions of the position;
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures;
- UN-UN/UNHCR Financial Rules and Regulations and Procedures;
- SC-UNHCR Procurement Rules and Procedures;
- IT-PeopleSoft EPM/Budget; and
- Knowledge of a third UN language.

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/2019/36” 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: Sunday 08 December 2019 – midnight

Issued on 26 November 2019