

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
VACANCY ANNOUNCEMENT
Vacancy Notice No. GJO/01/2020

Functional area	Administration	Category/grade	General Service, G3 – G7
Post Number	Various	Date of Issue	01/05/2020
Location	Various	Closing Date	31/12/2020

Operational Context:

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate candidates with high integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.

The UN Refugee Agency (UNHCR) is in need of talents for their most common or sought-after job profiles at various levels, who can be deployed at short notice to a vacancy that best matches their skills.

Candidates should only apply to the Group II Talent Pool if they do meet the requirements including skill, knowledge and experience of the profile. UNHCR will use the Group II Talent Pool for the purpose of receiving applications from candidates who have expertise that are required for the functional areas. Please note you will only be contacted if there is a requirement for your expertise. These opportunities are at General Services levels (G1 – G7), in key functional areas at country, sub and field offices.

Cleared candidates will be kept in the pool for 3 years.

Responsibilities include:

- Assist in interpreting and processing of entitlements, issuance of contracts and maintenance of various personnel records and files;
- Attend meetings on day-to-day admin matters; administer the movement of UNHCR staff members and monitor their attendance records, leave plans, overtime and visa requirements.
- Search office files and records relating to a variety of topics for information and reference. Select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents;
- Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records;
- Assist in administrative formalities related to travel arrangements and issuance/ renewal of visas, licences, travel arrangements and other similar documents;

- Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential;
- Arrange appointments and maintain supervisor's calendar, receive visitors, place and screen telephone calls and answer queries with discretion; Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps;
- Assist the management to organise and run UNHCR Office and Residential (wherever applicable) compounds;
- Facilitate various official missions of UNHCR staff and other persons of concern to UNHCR;
- Prepare attestations and certificates required by the staff members for signature of senior officer;
- Assist in processing MIP and various other claims by UNHCR staff and other clients of UNHCR;
- Any other responsibilities/functions deemed necessary or as delegated by the Head of the office and/or Supervisor in order to meet the level of the services in the organization.

Essential Minimum Qualifications and Experience:

G3 – G7 Profile

Education: Completion of high school diploma is required.

Experience: Minimum of 3 years relevant work experience is required.

Language: Knowledge of spoken and written English is required

Desirable Qualifications & Competencies:

For positions within the General Service category, university degrees are not required. However, an additional certification and or technical diploma or degree may be specified in the different functional area.

Required Competencies:

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies

- Analytical Thinking
- Innovation and Creativity
- Technological Awareness
- Negotiation and Conflict Resolution
- Planning and Organizing
- Policy Development and Research
- Political Awareness
- Stakeholder Management
- Change Capability and Adaptability

Eligibility:

Group II Applicants status:

Comprises candidates from the categories listed below after completion of one cumulative or continuous year of service.

- i. Current locally recruited UNHCR staff members holding a temporary appointment
- ii. Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females)
- iii. National United Nations Volunteers currently working for UNHCR
- iv. National UNOPS and individual contractors currently working for UNHCR
- v. Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade
- vi. Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment
- vii. Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment
- viii. Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment

The expressions of interest received will be reviewed by recruiters with a view to;

- Contacting qualified professionals regarding vacancies that match the profile
- Sourcing candidates for fixed term contract opportunities

Registration in the Group II Talent Pool does not guarantee employment with UNHCR.

Applicants are invited to apply to generic General Service Profile. The location of duty will be determined by UNHCR.

UNHCR particularly encourages expressions of interest from qualified individuals within Uganda's geographical regions.

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>

Submission of Applications:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by the closing date.

The Personal History Form and its supplementary sheet is attached.

No late applications will be accepted. Only eligible candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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