

MSRP – HR Recruitment Module

Local Assignments and Fast Track Unit

Requirements in order to be able to apply to JO in the system

Make sure the info concerning your profile are updated: you can check through



Self Service/Learning and Development/ My Current Profile

My Current Person Profile



Instructions

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

Print Comments

Profile Actions [Select Action]

Approvals

1 item(s) approved (since 09/12/2018)

Qualifications Capabilities Performance Results Mobility

Add new Education in the grid below. Edit Education by selecting the edit button.

Education (Requires Approval)			View All	First	1-4 of 4	Last
Major	Degree	Level	Edit	Delete		
Business Administration	Master of Arts	Masters Degree				
Management	Master of Business Admin	Masters Degree				
Marketing	Postgraduate Certificate	University				
Secondary School	High School Graduate	High School Graduate				

+ Add New Education

Add new languages in the grid below. Edit languages by selecting the edit button.

Language Skills (Requires Approval)					View All	First	1-5 of 5	Last
Language	Reading Proficiency	Listening Proficiency	Speaking Proficiency	Writing Proficiency	Edit	Delete		
English	C2 Proficient	C2 Proficient	C2 Proficient	C2 Proficient				
French	C2 Proficient	C2 Proficient	C2 Proficient	C2 Proficient				
German	B1 Pre-Intermediate	A2 Basic	A2 Basic	A2 Basic				
Italian	C2 Proficient	C2 Proficient	C2 Proficient	C2 Proficient				
Spanish	B2 Intermediate	B2 Intermediate	B1 Pre-Intermediate	B1 Pre-Intermediate				

+ Add New Language Skills

Add new test results in the grid below. Edit tests by selecting the edit button.

Tests or Examinations		View All	First	1 of 1	Last
Test					
UN Prof. French					

Requirements in order to be able to apply to JO in the system

- *Capabilities*
- *Performance Results*
- *Mobility*



Can't be changed

My Current Person Profile



Instructions

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Print Comments

Profile Actions [Select Action]

Approvals

1 item(s) approved (since 09/12/2018)

Qualification | **Capabilities** | Performance Results | Mobility

Add new Skills in the grid below. Edit Skills by selecting the edit button.

Skills

There are currently no Skills for this profile. Please add one if required.

Add new competencies in the grid below. Edit competencies by selecting the edit button.

Competencies

There are currently no Competencies for this profile. Please add one if required.

Add new Functional Grouping in the grid below. Edit Functional Grouping by selecting the edit button.

Functional Grouping

There are currently no Functional Grouping for this profile. Please add one if required.

Save

Requirements in order to be able to apply to JO in the system

You need to have at least one Professional Experience Outside UNHCR in order to apply



[Self Service/Personal Information/Professional Exp. Outside UNHCR](#)

https://hr.msrp.unhcr.org/psp/RAHRPRD/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?FOCUS=Employee&FolderPath=PORTAL

Navigation: Favorites > Main Menu > Self Service > Personal Information > Professional Exp. Outside UNHCR

MSRP HR & Payroll

Person ID 10027806

	Start Date	End Date	Job Title	Employer	City	Country
1	01/07/2009	30/11/2010				
2	01/02/2008	30/06/2009				
3	01/07/2005	31/01/2008				
4	01/07/2003	30/06/2005				

[Add Work Experience](#)

If you do not have any Professional Exp. Outside UNHCR: Please click on "Add Work Experience" and include "UNHCR is my first employer", otherwise you won't be able to apply

Requirements in order to be able to apply to JO in the system

Mandatory trainings must be completed.

[Self Service/Learning and Development/ Mandatory Trainings](#)

Please find the list below:



- BSAFE ([NEW](#))
- UN Programme On The Prevention Of Harassment, sexual Harassment and Abuse Of Authority;
- Protection Induction Programme;
- Preventing Sexual Exploitation and Abuse (PSEA);
- ICT Information Security Awareness Training (InfoSec);
- Fundamentals of Fraud and Corruption Awareness.

The screenshot shows the MSRP HR & Payroll system interface. The breadcrumb trail is: Favorites > Main Menu > Self Service > Learning and Development > Mandatory Trainings. The page title is "Mandatory Trainings". Below the title is a user profile icon. A section titled "Instructions to Learn & Connect" contains the text: "UNHCR staff can check completion status of their mandatory trainings in the Learn and Connect system by [clicking here](#)". Below this is a table with the heading "Mandatory Trainings". The table has one row with a checked checkbox and the text "Mandatory Training Completed", which is circled in blue.

Mandatory Trainings
<input checked="" type="checkbox"/> Mandatory Training Completed

How to apply to JO in the system (MSRP)

- Navigation is shown below:
 - Main Menu / Self Service / Recruiting / Careers

- you can filter by:

- Location
- Grade
- JO #
- other

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information | Signed In as Manuela

Keywords: Search Tips

Search Reset Search Save Search More Options Search My Profiles

127 matches found

Sort By: First 1-25 of 127 Last

Search Results

Inspector General - 17334
Location: Geneva, Switzerland | Residential Location: Geneva, Switzerland | Salary Grade: P2 | Family Location Type: Family | Hardship Level: H | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 09/07/2019
Total Internal Applicants: 1 Total External Applicants: 1

Admin/Finance Officer - 17398
Location: Gbadolite, Congo-Democratic Re | Residential Location: Nairobi (CO), Kenya | Salary Grade: P3 | Family Location Type: Non-Family | Hardship Level: E | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 25/06/2019
Total Internal Applicants: 1 Total External Applicants: 6

Asst. Admin Officer - 17436
Location: Yumbe, Uganda | Residential Location: Yumbe, Uganda | Salary Grade: P2 | Family Location Type: Family | Hardship Level: E | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 25/06/2019
Total Internal Applicants: 1

Asst. Admin Officer - 17453
Location: Washington, U.S.A. | Residential Location: Washington, U.S.A. | Salary Grade: P2 | Family Location Type: Family | Hardship Level: H | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 25/06/2019

Asst. Dur Sol Officer - 17446
Location: Niamey, Niger | Residential Location: Niamey, Niger | Salary Grade: P2 | Family Location Type: Family | Hardship Level: C | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 25/06/2019
Total Internal Applicants: 2 Total External Applicants: 6

Asst. Prot. Officer (Comm Based) - 17405
Location: Azraq, Jordan | Residential Location: Azraq, Jordan | Salary Grade: P2 | Family Location Type: Family | Hardship Level: C | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 25/06/2019
Total Internal Applicants: 2

Asst. Protection Officer - 17411
Location: Kigali, Rwanda | Residential Location: Kigali, Rwanda | Salary Grade: P2 | Family Location Type: Family | Hardship Level: A | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 25/06/2019
Total Internal Applicants: 4

Asst. Protection Officer - 17439
Location: Tripoli, Libya | Residential Location: Tunis, Tunisia | Salary Grade: P2 | Family Location Type: Non-Family | Hardship Level: E | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 25/06/2019
Total Internal Applicants: 6 Total External Applicants: 10

Asst. Reporting Officer - 17415
Location: Khartoum, Sudan | Residential Location: Khartoum, Sudan | Salary Grade: P2 | Family Location Type: Family | Hardship Level: C | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 25/06/2019

Asst. Reporting Officer - 17445
Location: Niamey, Niger | Residential Location: Niamey, Niger | Salary Grade: P2 | Family Location Type: Family | Hardship Level: C | Position Type: Standard | Exercise ID: Add 4 to March 2019 Comp - Part B | Posting Closure Date: 25/06/2019

Compendium Exercise
Add 4 to March 2019 Comp. (85)
OS vacancies_HQ and Euro. (46)
Local Vacancies in the FL (7)
Add 4 to March 2019 Comp. (4)
Flash Vacancy Notice - UN. (4)
More...

Salary Grade
P3 (30)
O6 (29)
P2 (15)
P4 (15)
OS (10)
More...

Country
Switzerland (55)
Libya (12)
Denmark (5)
Hungary (5)
Jordan (5)
More...

Location
Europe (9)
HQ Geneva (3)
Eastern Horn and Great La. (2)
MENA (2)
Americas (1)
More...

Department
Reg Bureau Europe SWI (16)
LIBYA, TRIPOLI (12)
DHR SH & Wdberg Service (7)
DIRS Joint Data Center (4)
JORDAN, ABIMAN (4)
More...

Job Family

Closing date is included:
when the Closing date has
passed → no further on-line
applications will be possible

How to apply to JO in the system: JD and OC

Job Description

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

[◀ Previous Job](#) [Next Job ▶](#)

Job Details

Job Title	Admin/Finance Officer	Job ID	17398	☆
Location	Gbadolite, Congo-Democratic Re	Salary Grade	P3	
Hardship Level	E	Family Location Type	Non-Family	

Procedures and Eligibility

[CLICK HERE for additional important information about this position](#)

Before submitting an application, UNHCR staff members intending to apply to this Job Opening are requested to consult the Recruitment and Assignments Policy (RAP, UNHCR/HCP/2017/2 and the Recruitment and Assignments Administrative Instruction (RAAI), UNHCR/AI/2017/7 OF 15 August 2017.

Duties and Qualifications

Administrative/ Finance Officer

ORGANIZATIONAL CONTEXT

The Admin/Finance Officer is part of the Senior Management of an office. He/she will establish and maintain efficient administrative control mechanisms to ensure compliance with UN Financial, Administrative and Staff rules and procedures.

Frequent external contacts with counterparts in other organizations or at working level in national Governments on issues of importance to Organization's programmes. He/she acts as adviser or representative of the Organization with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority.

The incumbent directly supervises professional and general service staff.

FUNCTIONAL STATEMENT

Accountability

- UNHCR premises for the country operation are managed in an efficient and cost-effective manner, and provide a healthy, safe and respectful working environment.
- UNHCR's financial rules and regulations, policies and procedures are adhered to by the country operation.
- UNHCR's resources are allocated efficiently and transparently to meet the country operation's objectives and priorities.
- The Delegation of Authority Plan (DOAP) is up-to-date and reflects the necessary segregation of duties in the office.
- The country operation complies with UN security standards.

Responsibility

General Administration

- Manage the day-to-day personnel and administrative operations of the office.
- Serve as a member of the Local Contracts Committee (LCC).
- Advise the Head of Office and other staff on personnel and administrative policies and procedures.
- Participate in the physical verification of UNHCR property plant and equipment.
- Formulate, implement staff safety and security measures and ensure MOSS/MORSS compliance, in consultation with the Head of Office and Field Safety Advisers (FSAs)

Human Resources

- Oversee recruitment, appointments and administrative formalities concerning local General Service staff.

Select the JO you want to apply:
You will be directed to the JD
page: click on the Operational
Context link in order to have
more info for the specific position

How to apply to JO in the system: JD and OC

M004L3 - Strategic Planning and Vision Level 3
M005L3 - Leadership Level 3
X001L3 - Analytical Thinking Level 3
X005L3 - Planning and Organizing Level 3

Additional Information

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.

Additional Information

For those people applying for High Risk Duty Stations, we strongly encourage them – before deciding to apply- to read the **country specific security and welfare country profiles** which can be found on the Intranet under Support Services - Duty of Care (<https://intranet.unhcr.org/en/support-services/duty-of-care.html>). Ensuring staff are better informed is part of the increased attention UNHCR is paying to Duty of Care.

Staff **after having applied** to High Risk Duty Stations will have access to **country specific information webinars with Field Safety Section (FSS) and Staff Welfare Section (SWS) colleagues** and provided with a tool to test their psychological preparedness for serving in High Risk Duty Stations. Applicants who applied for a position in a High Risk country will receive, after the deadline for applications has expired, a joint invitation from the Staff Welfare Section (SWS) and the Field Safety Section (FSS) to participate in these webinars. During the Webinars, latest updates on security and well-being will be provided, and FSS and SWS will address questions raised by participants. Applicants are highly encouraged to benefit, when applicable, from all measures as they provide most up-to-date security and well-being information helpful to assess staff's readiness to serve in a High Risk Duty Station. A Staff Welfare Officer will also be available, if and when required, to discuss with interested applicants the results of the psychological preparedness tool as well as readiness for assignment in High Risk Duty Stations.

Closing Date

Please note that the closing date for all vacancies in this addendum is Tuesday 25 June 2019 (midnight Geneva time).



Application

- By clicking “Apply”:
➡ You will be directed to the below page

The screenshot displays a multi-step application process. At the top, a progress bar shows six steps: Start, Letter of Interest, Personal Information, Profile Information, Qualifications, and Review/Submit. The 'Start' step is currently active. Below the progress bar, there are navigation buttons: 'Exit', 'Previous', and 'Next'. The main content area is titled 'Start - Step 1 of 6' and includes instructions for internal and external applicants, a 'Need help?' section, and an 'Agreements' section. The 'Agreements' section contains a sub-section for 'Application Terms & Agreements' with a note about the review process. At the bottom of the form, there is a checkbox labeled 'I agree to these terms.' which is highlighted with a yellow background and a blue arrow pointing to it from the left.

Start - Step 1 of 6

Applying for: *Prot Associate*

This job application allows you to enter a Letter of Interest and review a number of sections for Responsibilities, Work Experience, Skills, and Qualifications where you may review your current profile.

Internal applicants: You need only to complete the Letter of Interest. All other sections may be ignored, and any information that you see or do not see in these sections is not relevant to you as an internal applicant as your data is stored elsewhere.
For serving staff members and internal applicants the Fact Sheet is used, and includes all required information including information not shown in this part of the application but which exists in your internal records.
Your Fact Sheet will be shared with Managers. Therefore, please ensure it is up-to-date; found under Self-Service/Personal Information.
To update Education or Languages information in your profile, please use your Self-Service access under Learning and Development.
For updates to Work Experience outside of UNHCR, access Self-Service under Personal Information.
Note that some items you add through Self-Service, may require verification prior to appearing on your Fact Sheet.

External applicants must complete all sections, reading instructions carefully as you proceed, or update this online application, ensuring to answer all questions in the Additional Information page.

Note, you may **Save as Draft** until you are ready to Submit.

To continue with the application process, you must agree to the **Terms & Agreements** on this page. By agreeing to the terms you acknowledge your acceptance. If you do not agree to these terms, select the Exit button.

Need help?
Before proceeding please note the following in case you experience problems during the application process. To report an issue, UNHCR's Global Service Desk can be contacted by email (GlobalSD@unhcr.org), or by telephone at +41 (0)22 739 8888.

Agreements

Application Terms & Agreements

You confirm the information you will provide or review & submit in this application form is accurate.

Your application will be reviewed in the near future, and you will be contacted if you are short-listed for an interview.

Note: Please do not contact UNHCR directly regarding the status of this application.

I agree to these terms.

*Applicants must agree on
the application terms*

Letter of Interest

- 3 mandatory questions

Please answer the 3 mandatory questions

This is an opportunity for you to highlight to the Manager your talents and experience which makes you a good fit for the position, and which might not be so easily detectable in your Application or your Fact Sheet.

Please add your name and date to the JO# shown below in the Title field.

*Title

- 1 How have your achievements and operational experience to date prepared you for this position? Please refer to the job description and to the essential requirements therein, and the operational context (if available). (2000 chars. max including spaces)
- 2 Please describe any skills and competencies you have, and which may be of particular relevance to this position. (2000 chars. max including spaces)
- 3 How does this position align with your career aspirations? (1500 chars. max including spaces)

* Required Information

Applicants must pay attention to the numbers of characters

Letter of Interest

Start Letter of Interest Personal Information Profile Information Qualifications Review/Submit

Exit Save as Draft Previous Next

Letter of Interest - Step 2 of 6
Applying for: Snr Admin Asst(Travel/Systems)

Current Motivation Letter
View Letter of Interest
JO # 17344

Edit

Exit Save as Draft Previous Next

Letter of Interest can be edited until the end

Personal Information



Exit Save as Draft | Previous Next

Personal Information - Step 3 of 6

Applying for: Snr Admin Asst(Travel/Systems)

Personal Information

Marital Status Married

Date of Birth 16/04/1979

Gender Female

Applicable to external applicants only! Are you currently working with UNHCR? (e.g. Consultant, Contractor, Intern, Other) If Yes, and you know your unique MSRP HR identifier (8-digit number), please provide this. If your answer is Yes but you cannot provide the 8-digit number, please enter "unknown". If you are a Group 1 applicant please press Next. If you apply with your Group 2 access through MSRP, please press Next and continue with your application.

Yes No

Employee ID

Exit Save as Draft | Previous Next

This info can't be changed

Profile Info

Start Letter of Interest Personal Information **Profile Information** Qualifications Review/Submit

Exit Save as Draft Previous Next

Profile Information - Step 4 of 6

Applying for: Snr Admin Asst(Travel/Systems)

Licenses and Certifications

You have not added any licenses and certifications to your application.

Language Skills

Language Skills	Reading Proficiency	Listening Proficiency	Speaking Proficiency	Writing Proficiency	Edit	Delete
English	C2 Proficient	C2 Proficient	C2 Proficient	C2 Proficient		
French	C2 Proficient	C2 Proficient	C2 Proficient	C2 Proficient		
German	B1 Pre-Intermediate	A2 Basic	A2 Basic	A2 Basic		
Italian	C2 Proficient	C2 Proficient	C2 Proficient	C2 Proficient		
Spanish	B2 Intermediate	B2 Intermediate	B1 Pre-Intermediate	B1 Pre-Intermediate		

Education

Education	Degree	Level	Edit	Delete
Business Administration	MA	Masters Degree		
Management	MBA	Masters Degree		
Marketing	UN0306	University		
Secondary School	HS	High School Graduate		
Unknown	UKN04	Unknown		
Unknown	UKN03	Unknown		
Unknown	UKN02	Unknown		

This info can't be changed from this page:
You need to go through the Self-service prior to completing the application



to make updates:

Self Service/Learning and Development/ My Current Profile

Once the updates are recorded: you need to withdraw and re-start your application

Qualifications

Start Letter of Interest Personal Information Profile Information **Qualifications** Review/Submit

Experience

Qualifications: Experience - Step 5 of 6

Applying for: Snr Admin Asst(Travel/Systems)

Work Experience					
Employer	Job Title	Start Date	End Date	Edit	Delete
Conbipel S.P.A.	Senior Controller Woman Leather, RTW and Accessories	01/07/2009	30/11/2010		
FENDI srl	Europe Senior Retail Controller	01/02/2008	30/06/2009		
FENDI France	Retail Controller	01/07/2005	31/01/2008		
FENDI SRI	Junior Controller	01/07/2003	30/06/2005		

Specialized Training

You have not added any training information to your application.

Professional References

3 professional references must be entered.

Exit Save as Draft Previous Next

Exit Save as Draft Previous Next

Work Experience: this info can't be changed from this page:
You need to go through the Self-service prior to completing the application

Specialized Training
Professional References



N/A for Internal applicants
(you can't change/add anything)

Review/Submit

Confirmation and Consent

To complete your application you are required to confirm the following:

- **ACCURACY OF CONTENT:** The content of this application is accurate and contains no false information;

- **EDUCATION INFORMATION:** You give your full consent and authorize the Office of the United Nations High Commissioner for Refugees (UNHCR) to contact each of your educational institutions listed in this application for the purpose of conducting required reference checks with regard to your educational background, and to confirm the diploma or degrees you have received at each educational institution. You also authorize the mentioned educational institutions to provide requested information directly to UNHCR. Any information received from your educational institutions will be treated with due regard to all confidentiality requirements; and,

- **WORK EXPERIENCE:** You are aware UNHCR will contact former and current employers, if applicable, regarding Work Experience, as well as check your three Professional References.

Finally, you understand that submission of false information or misrepresentation and/or submission of falsified documentation constitutes serious misconduct for which severe disciplinary sanctions can be imposed.

I consent to all of the foregoing as part of the process of evaluation of my application.

Exit

Save as Draft

← Previous

Submit Application

[Click and Submit](#)

Check and Manage your Applications

You can check the status of your applications from:

[Recruiting / Careers/ My Activity](#)

My Activities Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Contact Information Signed In as Ma

Display applications from

Applications	Job Title	Job ID	Location	Eligibility Status	Job Opening Status	Date Created	Date Submitted	Withdraw Application
	Senior HR Assistant (AC Secretariat)	12420	Geneva, Switzerland		Closed/Completed	22/06/2016 17:21	23/06/2016 17:05	<input type="button" value="Withdraw"/>



You can withdraw by clicking here