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

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

- *Capabilities*

- *Performance Results*

- *Mobility*

Can't be changed

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

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.*

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

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

◀ 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	

CLICK HERE for additional important information about this position

Procedures and Eligibility

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

UNHCR
The UN Refugee Agency

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).

Apply   Email to Friend

Application

- By clicking "Apply":

  ➡ You will be directed to the below page

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 JO # 17344

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)

2000 characters remaining

2 Please describe any skills and competencies you have, and which may be of particular relevance to this position. (2000 chars. max including spaces)

2000 characters remaining

3 How does this position align with your career aspirations? (1500 chars. max including spaces)

1500 characters remaining

* Required Information

Save   Cancel

Applicants must pay attention to the numbers of characters

Letter of Interest

Letter of Interest can be edited until the end

Personal Information

This info can't be changed

Profile Info

Qualifications

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 All Applications

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	Withdraw

You can withdraw by clicking here

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