

## VACANCY NOTICE

### JO#29546 - Local TA Roster 2021/2022

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect refugees worldwide and find durable solutions for them. Established in 1950, its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, until they can return home voluntarily, integrate locally or to resettle in a third country. Today nearly 17,000 personnel work in 132 countries helping and protecting millions of refugees, returnees, internally displaced and stateless people.

As part of UNHCR outposted HQs, the Global Service Centre (GSC) in Budapest hosts among others Financial and Accounting Service, Human Resources services including global staff development, Supply and Procurement services, and ICT Service.

Nearly 500 staff members from around 79 countries work in the GSC. Locally recruited staff hold a University degree, fully conversant with computer technologies and are proficient in English. Several speak a second or third foreign language.

#### **Eligible Applicants**

This Job Opening is available to eligible UNHCR staff members and external applicants. Candidates must be legally present in Hungary at the time of application, recruitment and hire.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

#### **Procedures and Eligibility**

The GSC is looking for qualified candidates interested in joining a roster for potential temporary appointment (TA) in the following functional areas:

- Administration
- Personnel administration, payroll, recruitment
- Financial management and control, accounting
- Programme / Project Management
- Procurement, logistics, asset management, vehicle fleet management, inventory management, order and delivery management
- Staff development

#### **Duties and Qualifications**

##### Minimum qualifications/requirements:

- Secondary education with post-secondary training/certificate relevant to the functional areas.
- Excellent computer skills, in particular in MS Office applications,
- Fluency in English.
  
- For G5 - 2 years relevant experience with High School Diploma; or 1 years relevant work experience with Bachelor or equivalent or higher  
NOTE: A completed and relevant minimum first level university degree (equivalent to BA or higher) shall count in full (100%) towards the required years of work experience. Priority will be given to eligible applicants meeting the full requirements.
  
- For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher.  
NOTE: A completed and relevant minimum first level university degree (equivalent to BA or higher) shall count in full (100%) towards the required years of work experience. Priority will be given to eligible applicants meeting the full requirements.

External candidates must be legally present in Hungary at the time of application, recruitment and hire.

Desired requirements:

- Knowledge of other UN languages, preferably French, is considered as an advantage.
- Knowledge of UN system.

UNHCR values are:

- Integrity,
- Professionalism,
- Respect for diversity.

**Language Requirements**

Please also note that English is essential for this Job Opening.

**Additional Information**

External candidates must be legally present in Hungary at the time of application, recruitment and hire.

Candidates selected for the roster may be offered a temporary appointment of a length of 3-11 months at the Centre in the General Service category.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees)

**Remuneration**

In case of appointment, a competitive compensation and benefits package is offered.

**Benefits**

Pension system: Staff members holding a fixed-term appointment will become participants in the United Nations Joint Staff Pension Fund (UNJSPF).

Health insurance plan: locally recruited staff members in Budapest will be enrolled in the Medical Insurance Plan (MIP). The coverage is also optionally available for eligible family members.

Applications can be submitted here:

[https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_APP\\_SC\\_HJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=29546&PostingSeq=1](https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SC_HJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=29546&PostingSeq=1)