

Invitation for expression of interest

UNHCR Roster for temporary assistance

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect refugees and solve refugee problems worldwide. 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. In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of about 10,966 people in 130 countries continues to help and protect millions of refugees, returnees, internally displaced and stateless people.

The Global Service Centre (GSC) provides administrative support and hosts Financial Accounting and Control, Personnel Administration and Payroll, Recruitment & Posting, Talent Management, Career Management, IT services, Procurement, Logistics, Assets and Supply Management, in addition to the Global Learning Centre. The GSC currently accommodates about 460 staff members from around 70 countries. Locally recruited staff are mostly young with the average age of 36, hold a University degree, have a high degree of comfort with new technologies, and are proficient in English. Several speak a second or third foreign language.

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 operation, accounting and control,
- Procurement, logistics, assets, fleet management,
- Staff development.

Minimum qualifications/requirements:

- Secondary education with post-secondary training/certificate relevant to the functional areas.
- Minimum of 5 years of relevant work experience,
- Excellent computer skills, in particular in MS Office applications,
- Fluency in English.

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.

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.

SUBMISSION OF APPLICATIONS

If you wish to be considered for the TA roster, please submit your motivation letter, CV and P11 Form, by e-mail with "TA Roster - Your LAST name - FUNCTIONAL AREA" in the subject line to: HQBSCAPC@unhcr.org by **22 October 2017**.

To apply, please download, complete, and submit the [Personal History Form \(P11\)](#) and its [supplementary pages](#) (if applicable).

Shortlisted candidates will be invited for a functional test and, if successful, for an interview. Only short-listed candidates will be notified.

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

We encourage applicants to consult the following website for regular vacancies at UNHCR in Budapest: <http://www.unhcr.org/ceu/vacancies-2>

REMUNERATION

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