

Please note that effective 1 March 2019 we only accept applications submitted through the Workday portal. All the internally/externally advertised job openings in the UNHCR Global Service Centre are available on the following website: [Job openings](#)

VACANCY NOTICE

JR2450891 – Resource Management Associate

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.

Duties and Qualifications

Resource Management Associate

Organizational Setting and Work Relationships

The Resource Management Associate position is normally a part of the Resource Management (RM) Unit within a Division or Bureau. The incumbent covers entire resource management area, including providing of technical assistance in budget management of allocated resources (Ops, ABOD and Staffing), Programme (including direct and implementation through Partners), HR (for national and international regular, TA and AWF positions) and Administration. S/he works closely with the other members of the RM team and liaises with the relevant Services/Sections/Units within the Division/Bureau for both the monitoring and implementation of activities and budgets utilization. The incumbent also regularly liaises with the other technical Divisions as well as with Regional Bureaux or Country Operation. The position normally reports to a (Senior) Resource Management Officer.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Consolidate budgetary and financial information/analysis to assist the resource allocations at the Division/Bureau level, particularly in relation to Annual Programme Review and Mid-Term Review.
- Participate in the Operational reviews and meetings to assist the Senior Managers in determining resource requirements for Admin and Operations under area of responsibility while taking into account budget ceiling and operational needs.
- Provide inputs and comments on the budgetary matters under ABOD and OPS during the Annual Programme and Mid-Year Reviews.
- Regularly update and maintain accurate budgetary and financial information records, i.e. expenditures, pipelines of submissions for the Budget Committee as well as the decisions of the Budget Committee to assist the efficient and accountable use of resources.
- Assist in preparing project proposals and staffing submissions to the Budget Committee and notifications to the PBS for position changes.
- Prepare correspondence, reports, evaluations and justifications as required on HR and general administrative or specialised tasks, which may be of a confidential nature, within the assigned area of responsibility.
- Regularly monitor budgetary trends (including expenditures, budget balances and spending authority under ABODs and OPS Projects) and report on cases of significant variances, particularly at year-end period to ensure full utilization of the available budgets and spending authority.
- Through the extraction and consolidation of data from MSRP, FOCUS, etc., assist in analysing progress against set targets.

- Assist in identifying and addressing training and capacity-building needs in the areas of programme, resource and RBM, etc.
- Take up follow-up action with the Service/Section Heads for timely completion performance evaluation reports of all Division's staff.
- Support the recruitment of GS staff including the preparation of vacancy notices, screening of applications, conducting tests on the required skills. Draft submissions for the Assignment Committee (AC).
- Support the recruitment of P staff and international consultants by organizing interview panels for advertised positions and assist in preparing interview questions and drafting of manager's views.
- Prepare requests for temporary appointments, contracts and SALs extensions and draft appropriate recommendations to the AC and JRB if required.
- Assist newly-arrived international staff with administrative formalities related to their accreditations, security/ground passes, submission of completed forms and related documents to headquarters, arrangements for their travel, if applicable.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

Minimum Qualifications

Years of Experience / Degree Level

For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher.

Remuneration

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

G6 - Salary range: NET 806,457 HUF - NET 944,644 HUF.

Field(s) of Education

Not applicable.

Certificates and/or Licenses

Not specified.

Relevant Job Experience

Essential

Previous work experience in the areas of Programme/Admin/HR with the knowledge and understanding of administrative functions and exposure to provision of support services in an International Organisation. IT affinity is essential.

Desirable

UNHCR PM1 LP. Knowledge of PeopleSoft/MSRP, Focus and other system software used by UNHCR

Functional Skills

BU-PeopleSoft EPM/Budget

IT-Computer Literacy

CO-Drafting and Documentation

PG-Resource planning

PG-Programme Management (programme cycles and reporting standards)

MG-Resource Management

PG-Results-Based Management

HR-Vacancy Management

(Functional Skills marked with an asterisk* are essential)

Language Requirements

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Position Competencies

Competencies as defined in Job Profile

Language Requirements

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

Closing Date

The closing date is 10/12/2024.

BENEFITS:

Annual leave: UNHCR staff members holding a temporary appointment will accrue annual leave at the rate of 1.5 working days for each full calendar months of service (i.e. 18 working days per year).

Pension system: Staff members holding granted a minimum of 6 months temporary 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.

Shortlisted candidates may be required to sit for a test. No late applications will be accepted. 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).

Additional Information

In case you face technical issues with the system, please clean cache, cookies in your browser and try again. In addition, you could try to use incognito mode during the application process or use another browser. If none of the above solved the issue, please contact us hqbscapc@unhcr.org

Application can be submitted here:

https://unhcr.wd3.myworkdayjobs.com/External/job/Budapest-GSC-Hungary/Resource-Management-Associate_JR2450891