

VACANCY NOTICE

JO#34956 - Local TA Roster for Global Payroll Entry Level Positions

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 Financial and Accounting Service, Human Resources Service including Global Payroll and Global staff development, Supply and Procurement Service, 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

Interested applicants should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS).

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

- Payroll

Duration of TA contract:

- up to 364 days

Position Competencies

Competencies as defined in Job Profile

Duties and Qualifications

Organizational Setting and Work Relationships

The Payroll Associate/Sr Payroll Assistant reports to a Payroll Officer, and s/he is responsible for providing quality Global Payroll services in a timely manner. The incumbent works independently on regular assignments with an oversight from the supervisor, who provides general guidance and work plans for identifying work priorities and appropriate approaches.

The incumbent maintains regular contact on a working level on routine issues with other Units, Sections, Field Offices, UN agencies and third parties. The incumbent oversees the payroll data of staff members at different levels, based on alpha distribution among other Payroll Associates, to answer queries and provide information as necessary and appropriate.

The confidentiality of all personnel and payroll matters and the need to deal with clients in a courteous and efficient manner are salient features of this position.

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

- Check the accuracy and validity of input calculations/coding to ensure that such entries are in line with staff and financial rules and/or other administrative issuance.
- Verify and update salary scales, allowances and other payroll master data, banking details of each staff member in the Global Payroll system.
- Maintain statistical reports and queries; check electronic data output and take corrective measures in case errors are identified. These involve payroll reports, earnings and deduction registers, pay slips, and payment details.
- Prepare Account Payable Vouchers (AP Voucher) to staff members for out-of-cycle payments and to third parties.
- Upon verification of information/documentations in relation to separation of a staff member, calculate the separation entitlements that may be due to a staff member or recover any outstanding debts owed to the Organization by the staff member.
- Assist in the annual reconciliation of the Pension Fund Ledger account; analyse pension reports received from the UNJSPF and act accordingly.
- Reconcile accounts monthly or periodically by monitoring and clearing open items related to staff members entitlements, follow up with the staff members to ensure prompt recovery of any amounts due to the organisations.
- Respond to queries from staff members on payroll related matters.
- Run and verify reports, prepare calculations, make/amend data entries, submit memoranda/attestations/journal & payment vouchers to the supervisor for approval.
- Stay abreast of changes in human resources policies as they relate to benefits and allowances.
- Ensure proper electronic filing.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

- 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.

Field(s) of Education

- Economics;
- Business Administration
- Finance;
- Office Management;
- Accounting;
- Human Resources

Certificates and/or Licenses
(Not applicable)

Functional Skills

- IT-ERP (Enterprise Resource Planning) Functional Knowledge;
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures;
- UN-UN/UNHCR Human Resources Rules, Regulations, Policies and Procedures;
- IT-PeopleSoft Applications;
- EX-Experience in international organization (United Nations or similar);
- Global Payroll Operations/manage a large number of staff, preferably within the UN;

Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Managerial Competencies:

Not specified.

Cross-Functional Competencies:

- Analytical Thinking
- Planning and Organizing
- Technological Awareness

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.

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 up to 364 days 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 granted a minimum of 6 months fixed-term/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.

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=34956&PostingSeq=1