

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

VACANCY NOTICE

JO#38594 - Senior Learning Development Assistant

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).

Duties and Qualifications

Senior Learning Development Assistant

Organizational Setting and Work Relationships

This job contributes to talent development approaches and activities. The incumbent assists in the development of relevant corporate learning and development strategies and the design and delivery of customized solutions for colleagues in functional areas, managers and leaders in order to improve performance and contribute to career pathways. In doing so this will contribute towards building a positive UNHCR learning culture. S/he will also support the design and deliver of learning and development activities related to Bureaux and operational priorities.

Under the direct supervision of the supervisor who will provide overall direction and guidance in connection with the work, the incumbent will provide full scale administrative support to learning activities in area of responsibility. This includes but not limited to preparations of cost estimations, stakeholder management with trainers, venues and field offices, learner management with participants and Learning Management System administration.

The job requires the incumbent to contribute the unit's work both internally with the Divisions and Bureaux and in coordination with regional and field offices and external partners concerning capacity building and awareness raising activities to ensure appropriate cross-linkages of all UNHCR learning and development programmes with functional and management/leadership component.

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

- Support the design and delivery of learning programmes, activities and or events including distance learning, e-learning, coaching, workshop and other approaches. This includes but not limited to providing recommendations on learning activity content, support in the selection of participants, managing the recording system for feedback on the work submitted, gathering

permission for use of articles or book excerpts in learning materials, and workshop logistics (including onsite when required)

- Contribute to the development of written materials, guides and job aides to be used for learning/staff development purposes. Ensure that learning materials are uploaded into the Learning Management System, and that these are duly managed.
- Support the Unit's budget management on a regular basis and track budget expenditures.
- Assist in the preparation of the unit's annual strategic, administrative and programme submissions, budgets.
- Liaise with UNHCR sections to facilitate payments and prepare periodic unit expenditure reports and any other ad-hoc reporting needed; compile statistics as required or directed.
- Support the uploading of learning materials and programme information into the Learning Management System and communication tools including UNHCR's Intranet.
- Contribute to input on systems and procedure development.
- Provide support to the assessment and analysis of learning needs, learning methodologies, development, delivery and evaluation of learning activities as appropriate.
- Provide clerical support for the unit, searches office files and records relating to a variety of topics for information and references. Selects information and records in specified formats for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents.
- Make travel and hotel reservations, prepares travel authorizations and acts as a training focal point for both facilitators and participants.
- Prints, assembles and dispatches information and training material required for the purpose of workshops and other learning activities.
- Contribute to the maintenance of the Unit's inventory.
- Operate office equipment and is skilled in the use of the below specified software as required.
- Assist in the preparation and submission of Project Partnership Agreements, procurement processes and consultancy contracts and/or internship selection.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

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.

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.

Salary range: NET 508,652 HUF- NET 596,302 HUF

Field(s) of Education

Not applicable.

Certificates and/or Licenses

Administration; Adult Education; Business Administration;
Communication; Project Management; Human Resources;
Human Rights; Information Management; International Development;
International Law; Journalism; Logistics;
Management; Organizational Development; Social Work;
Politics; or other relevant field.

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Minimum 2 years of relevant professional experience in progressively responsible administrative functions, preferably related to administration, pedagogical activities and/or provision of training. Experience with an Enterprise Resource Management system.

Desirable

Prior exposure to functions related to office administration. Experience with UNHCR's operations and procedures. Experience with distance learning and learning management software. Exposure to UNHCR specific learning/training activities.

Functional Skills

*CO-Cross-cultural communication

*CO-Drafting and Documentation

*IT-Computer Literacy

*IT-Microsoft Office Productivity Software

*RC-ISAD(G) cataloguing systems

ED-Adult education and training

TR-Assessment of Learning Needs

TR-Capacity Building

TR-Design & development of learning solutions including for e-learning & distance learning

TR-Evaluation of Learning Activities

TR-Implementation of Learning Management Systems

TR-Training - Virtual and face to face

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.

For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

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 06/07/2022.

The position number is #10030142

BENEFITS: Annual leave: UNHCR staff members holding a fixed-term appointment will accrue annual leave at the rate of 2.5 working days for each full calendar months of service (i.e. 30 working days per year). 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. Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. 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 MSRP 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

Operational Context

The position is located within the Division of Human Resources (DHR) Global Learning and Development Center (GLDC). The Division's mission statement indicates that DHR is a strategic, trusted, and innovative business partner in enabling UNHCR to protect and respond to persons of concern by attracting, motivating, retaining, and developing a talented, diverse, and agile workforce while nurturing a culture of excellence, respect, and wellbeing for all. GLDC support teams to achieve the highest possible performance to realize the organization's strategic mission, prepare and continually develop employees and learning ecosystems to achieve the highest possible performance, and design processes, systems, and tools to create a culture of continuous learning, career growth, engagement, training performance development knowledge sharing and innovation. The incumbent will support the analysis, design, delivery, and administration of integrated talent solutions for UNHCR's Divisions, Bureaux, and Operations. S/he will assist the respective Unit and contribute to activities aligned with UNHCR's people management and leadership framework and GLDC's strategic directions for developing current and future leaders at UNHCR. Supporting the Section, s/he will contribute to the design and delivery of targeted and engaging leadership and people management solutions that are aligned, best suit audience needs, and tangibly impact performance.

Application 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&Siteld=2&JobOpeningId=38594&PostingSeq=1