



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

External Vacancy Announcement

UNHCR Representation in the Republic of Korea

Position Title:	Senior PSP Individual Giving Assistant (F2F Inhouse)
Position Number:	10026129
Type of Appointment:	Temporary Appointment (TA)
Position Grade:	General Service (Grade 5)
Contract Period:	6 Months (Contract can be extended upon performance review)
Applications Submission:	8 November 2021 – 21 November 2021
Duty Station:	Seoul, Republic of Korea

1. Required Qualifications and Job Description with Operational Context:
Please see the Standard Job Description of Senior PSP Individual Giving Assistant and also refer to the Operational Context of Senior PSP Individual Giving Assistant for the job-specific information of the vacancy position
 2. Submission of application:
 - Cover Letter
 - UNHCR Personal History Forms:
 1. **UNHCR Personal History Form**
 2. **UNHCR PHF Supplementary**
 3. Recruitment Schedule:
 - Applications submission deadline: **Sunday, 21 November 2021 by 11:59 PM**
 - Applications review: 22 November 2021 ~ 29 November 2021
 - Interviews and Written tests: 30 November 2021 ~ 7 December 2021
 - * **All shortlisted candidates will be invited to sit for written tests and oral interviews.**
 - ** Above mentioned recruitment timeline can be adjusted if required.
 4. How to submit your application
 - UNHCR Representation in the Republic of Korea will only accept applications through admin@unhcr.or.kr until 21 November 2021, 11:59 PM.
-

Note

- 1) In case of applicants with foreign nationality, the work permit application and any cost related to that is primary and sole responsibility of the applicant. And the work permit must be secured and ready at the time of application.