

Posting Title : ASSOCIATE HUMAN RESOURCES OFFICER (Temporary Job Opening), NOB  
Job Code Title : ASSOCIATE HUMAN RESOURCES OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Duty Station : ENTEBBE  
Posting Period : 25 April 2024 - 1 May 2024  
Job Opening number : 24-HRE-RSCE-233567-J-ENTEBBE (R)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the International Benefits and Payroll Service Line at the RSCE under the Department of Operational Support.

The Associate Human Resources Officer at this level reports to the Human Resources Officer/ Service Line Manager.

## **Responsibilities**

Within limits of delegated authority, the Associate Human Resources Officer will carry out the following duties:

- Manages the determination and implementation of benefits and entitlements of RSCE client missions (Staff and Non-Staff) covering life and career events from pre-appointment to beyond separation.
- Accountable for ensuring transparency, accuracy and ensuring full compliance with staff rules and regulations
- Accountable for the integrity, transparency and equity of the management of RSCE resources, particularly the contracts, benefits, and entitlements management.
- Advises client missions on benefits and entitlements, staff rules and regulations, HR guidelines and promotes a collaborative and client-oriented approach, sharing knowledge and best practice.
- Advise client missions on matters related to benefits and entitlements, fostering partnerships with them.

### Administration of entitlements

- Administers, certifies and approves the processing of benefits and entitlements in full compliance with staff regulations and rules and financial accountability framework and has approval authority for non-discretionary decisions under the applicable rules.
- Determines, verifies and approves financial entitlements related to contracts such as appointment, reassignments, and ongoing entitlements.
- Administers and provides advice on salary and related benefits, travel, and social security entitlements.
- Streamlines payment and entitlement procedures to deliver optimal client service.
- Make accurate determination of entitlements of personnel transactions.
- Ensures timely processing and approving payments.
- Ensure accurate processing of financial entitlements to reduce recoveries, advances and other exceptional payments.
- Ensure full transparency of the administration of benefits and entitlements.

### Human Resources

- Identifies areas for improving processes and HR policies and developing the RSCE business requirements to maximize efficiency and simplify procedures.
- Monitor the work of the Human Resources Assistants in carrying out human resources administrative

transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts.

- Make recommendations to improve HR policies and guidelines as related to the Service Lines.
- Enhance work efficiency through constant evaluation and analysis of human resources processes.
- Recommend, create and maintain knowledge management for benefits and entitlements.
- Ensure that Umoja contains accurate and comprehensive coverage of benefits and entitlements.
- Continuous learning and development for HR staff by keeping abreast with HR best practices.
- Conduct training courses on Benefits and Entitlements.
- Supervise the maintenance the human resources filing system.

#### Other

- Identifies and analyzes staff development and career support needs and design programmes to meet identified needs.
- Provides input and support to further development of and implementation of the service lines.
- Provides induction orientation and briefing to new staff members in the service lines.
- Provides high quality, timely and accurate service to client missions.
- Performs any other duties as required.

### **Competencies**

**Professionalism** – Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning & Organizing** - Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; -Uses time efficiently.

**Client Orientation** - Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and

matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

## **Education**

An advanced university degree (Master's or Doctorate degree, or equivalent) in human resources management, business or public administration, social sciences, education, or related fields is required. A first-level degree in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of an advanced university degree.

## **Job Specific Qualifications**

Completion of a specialized Umoja HR Partners training course and certification for designation as UMOJA HR Partner, or similar training and certification is required.

## **Work Experience**

At least two (2) years of progressively responsible experience in human resources management, administration or related area at the national or international level is required. For first level degree holders, 4 years of qualifying experience will be a must.

Experience with application of human resources policies, practices and procedures in an organizational setting is required.

Solid experience in administration of a broad range of entitlements and benefits using Enterprise Resource Planning (ERP) e.g Umoja or similar system is required.

Experience working in a United Nations common system (inclusive of peacekeeping, political missions and UN agencies, funds and programmes) – or similar international organization or non-governmental organization is desirable.

Experience in a shared service Centre or similar setup is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the

positions advertised, fluency in English (both oral and written) is required; knowledge of French is desirable.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **Special Notice**

This position is temporarily available until 30 June 2024.

If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

This position is vacant due to the temporary assignment of the regular incumbent to another office. Extension of appointment/assignment of the selected candidate will be contingent on the return of the incumbent who maintains a lien against this post. The selected candidate is expected to start as soon as possible.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.

Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost effective and operationally sound solution to meet the needs of the service.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations. National Professional Officers should be of the nationality of the country where the office concerned is located. A staff member subject to local recruitment under this rule shall not be eligible to receive payment of the allowances or benefits exclusively applicable to international recruitment.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment

platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**