



**Job Opening Reference: RSCE/TJO/003/09-2018**

**Issuance Date: 27 September 2018**

**Deadline Date: 4 October 2018**

**Type of contract:** Temporary Appointment

**Duration:** 6 months (further extension subject to successful performance and extension of mandate)

**Department:** RSCE

**Scheduled date for taking up appointment:** ASAP

<b>Title: Human Resources Assistant</b>	<b>Grade: GS-6</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><i>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</i></b>		
<b>Women are strongly encouraged to apply</b>		

Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

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#### **Organizational Setting and Reporting Relationship.**

This position is in the Human Resources and Talent Management Unit of the Regional Service Centre Entebbe (RSCE). The Human Resources Assistant at this level reports to the Human Resources Officer.

##### **1. Main Duties and Responsibilities:**

Under the supervision of the Human Resources Officer, the Human Resources Assistant will carry out the following duties:

##### **RECRUITMENT AND STAFF SELECTION:**

- Supports the review of job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with the approved or classified documents;
- Assists with forecasting and identifying vacancies, preparing job openings, reviewing and screening of candidates;
- Supports the unit with conducting preliminary reviews, substantive assessments and competency-based interviews, and prepares the recruitment cases for submission to (Field Central) Review Bodies or the Chief of RSCE;
- Assists with the filling of posts for all categories, including initiating and following upon reference checks and academic verification ensuring the completion of recruitment formalities, calculating salaries and related benefits, preparing and dispatching offers of appointments and Statement of Emoluments;
- Maintains job opening files and ensuring closure of job openings upon completion of selection;
- Supports the preparation of recruitment status reports for use as required.

##### **ADMINISTRATION OF ENTITLEMENTS AND BENEFITS:**

- Advise and/or process staff members' entitlements for staff members in conformity and adherence to applicable United Nations policies e.g. staff rules, financial regulations and

rules, ST/AI issuances or practices, etc. as related to payroll, leave entitlements, contract extensions, other entitlements, separations and final payments for civilian staff, non-staff and uniformed personnel.

- Receives and reviews grievances and complaints related to entitlements and benefits, assessing and evaluating merit of each case and making recommendations for resolution;
- Reviews and processes entitlements and benefits related actions in UMOJA/HRIS, making appropriate recommendations where exception is required;
- Provides advice to staff as first point of contact regarding interpretation and application of policies, regulations and rules concerning conditions of service, entitlements and benefits;
- Administers and provides advice on salary and related benefits, travel, and social security entitlements;
- Determines and processes benefits and entitlements for staff based on contractual status;
- Inducts newly recruited staff members by briefing them on administrative formalities, conditions of service, entitlements and benefits;
- Process personnel related actions in HRIS and UMOJA within authority delegated to the mission.
- Monitor and evaluate the effectiveness of related guidelines, staff rules, HR rules and regulations, practice and procedures, and makes recommendations through the Chief of Unit where necessary.
- Provide guidance and advice to internal and external clients on Benefits and Entitlements, Staff Rules and Regulations and HR guidelines and promotes a collaborative and client-oriented approach.

**OTHERS:**

- Handle non-routine and complex cases, undertaking research if necessary.
- Assist in the review and processing of data analytics and reporting for the Unit such as statistics on staffing table, vacancy, incumbency and other HR reports;
- Perform other duties as and when required by the Supervisor.

**2. Competencies:**

- **Professionalism:** Provides the delivery of a comprehensive service to staff on entitlements and benefits, data analytics and HR-related reports. Assists in managing the delivery of services related to entitlements and benefits to international and general service staff of the RSCE, while ensuring transparency, accuracy and ensuring full compliance with Staff Rules and Regulations. 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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

### **3. Qualifications required to perform the assigned duties of the post.**

#### **Education**

- High school diploma or recognized equivalent is required. A technical or vocational qualification in human resources management is desirable.

#### **Work Experience**

- A minimum of seven (7) years of progressively responsible experience in human resources management, administrative services or related area is required.
- Experience in the interpretation and application of Staff Rules and Regulations, policies, practices and procedures in a large-scale organizational setting is required.
- Experience in the administration of a broad range of benefits and entitlements using an ERP is required.
- A minimum of three (3) years' experience working in human resources management within an international organization or non-governmental organization - in a conflict or post-conflict setting is desirable.
- Experience in a shared service center is desirable.

#### **Languages**

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

#### **Assessment Methods:**

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

#### **Special Notice:**

- This position is temporarily available for a period of six (6) months. If the selected candidate is an internal staff member (limited to candidates based at the duty station), the selection will be administered as a temporary assignment.
- While this temporary job opening 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.
- This temporary job opening is limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body (if applicable) established according to staff rule 4.15.

#### **ADDITIONAL IMPORTANT COMMENTS.**

Please note that failure to comply with the below will render your application invalid for this process.

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org> ) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:

- a. Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
  - b. Latest performance evaluation report (for internal UN Candidates).
  - c. Copy of High School Diploma.
  - d. Copies of other relevant certificates and diplomas.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended following submission.
7. This position is funded for an initial period of nine (9) months and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.