



Job Opening Reference: RSCE/GJO/009/06/2017

Issuance Date: 30 June 2017

Deadline Date: 30 July 2017

Type of contract: Fixed Term Appointment

Duration: 1 year

Department: RSCE

Scheduled date for taking up appointment: ASAP

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

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

Organizational Setting and Reporting Relationship.

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

1. Main Duties and Responsibilities:

Within delegated authority, the Human Resources Assistant will carry out the following duties:

- Prepare staff members' entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance for Government Provided Personnel and Individual Uniformed Personnel, volunteer living allowance and any other allowances for payments in conformity and adherence to applicable United Nations policies e.g. staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework etc.
- Accurately process the entitlements, benefits and payroll for the international and national civilian staff and non-staff on behalf of the Client Missions and/ or the RSCE, as well as claims for official travel and expense reimbursements. Assists in managing the service line as appropriate in the business processes related to payroll, leave entitlements, contract extensions, other entitlements, separations and final payments for civilian staff, non-staff and uniformed personnel.
- Implement processes related to the on-boarding, travel arrangements, payments of settling-in grants, check-in, check-out and separation activities for civilian staff, uniformed personnel and non-staff, as well as the installation and repatriation of recognized dependents.

- 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.
- Process and administer end to end entitlements and benefits of International staff members in the RSCE in an efficient and timely manner, (i.e. Personnel Administration of Contracts, Personnel administration of movements, Time Management and Separations) making proper recommendations where exception is required.
- 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.
- Review requests for entitlements and claims; Handle non-routine and complex cases, undertaking if necessary research.
- Assist the service line with the administration and certification on the processing of benefits and entitlements processes in compliance with the Rules and Financial framework.
- Engage in comprehensive HR strategy including benefits and entitlements management.
- Review and recommend revision to HR policy guidelines relating to Benefits and entitlements as deemed necessary. Make inputs to the design and development of the delivery processes.
- Perform HR administration of Benefits and Entitlements in Umoja in line with the delegation of authority, maintains UMOJA entitlements and HR local contracts and administration roles.
- Assist in the review and processing of data pertaining to conditions of service
- Resolve queries escalated in iNeed in UMOJA
- May supervise the work of Human Resources Assistants at the lower level.
- Provide general office support services, draft and/ or process a variety of correspondence and other communications.
- Set up, maintain and monitor reference files/ records (electronic and paper).
- Schedule appointments/ meetings, monitor deadlines, etc.
- Undertake research on a range of HR related issues and prepare notes/ reports.
- Maintain and monitor automated database containing HR related statistics and prepare periodic reports to HR management.
- Prepare necessary documentation for distribution to various offices, departments and overseas offices.
- Perform a variety of administrative duties (e.g. leave recording, request for office supplies and equipment etc.)
- May provide guidance/ training to less experienced staff

- Assist in the preparation of necessary documentation for distribution to various offices, departments and overseas offices.
- Perform other duties as and when required by the Supervisor.

2. Competencies:

- **Professionalism:** Provides the delivery of a comprehensive service to the RSCE and its Client Missions on entitlements and benefits. Assists in managing the delivery of services related to entitlements and benefits to international staff of the Client Missions and 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 qualification in human resources 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 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.
- 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.

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:
 - 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.
 - Latest performance evaluation report (for internal UN Candidates).
 - Copy of High School Diploma.
 - Copies of other relevant certificates and diplomas.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: 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 on the basis of the information submitted. Applications cannot be amended following submission.
7. This position is funded for an initial period of one year 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.