

Posting Title : HUMAN RESOURCES ASSISTANT (Multiple positions),
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Job Code Title : HUMAN RESOURCES ASSISTANT
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 30 August 2021-12 September 2021
Job Opening number : 21-HRE-RSCE-162327-J-ENTEBBE (R)
Staffing Exercise : N/A

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

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 Chief RSCE and support offices through the Deputy Chief 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 Client Services Pillar. The Human Resources Assistant at this level reports to the Client Services Officer, Client Support Unit.

Responsibilities

Under the supervision of the Client Services Officer, Client Support unit, the Human Resources Assistant will perform the following duties:

Administration of entitlements

- Assist in the preparation of 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 Administrative issuances or practices, IPSAS policy framework etc.
- 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.
- Assist 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.
- Assist in the processes related to the on-boarding, Travel arrangements, payment 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, practices and procedures, and makes recommendations through the Service Delivery Manager 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.
- Advise internal and external clients on Benefits and Entitlements; Staff Rules and Regulations and HR guidelines and promotes a collaborative and client-oriented approach.
- Review and process requests for entitlements and claims
- Assist the service line with the administration and clarification on the processing of benefits and entitlements processes in compliance with the Rules and Financial framework.
- Determine, certify and process financial entitlements related to appointments, reassignments, ongoing entitlements and salaries
- Accurate and complete submission of claims and entitlements
- Review and revise HR policy guidelines relating to Benefits and entitlements as deemed necessary
- Perform human resources 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.

General

- Provide general office support services; drafts and/or processes a variety of correspondence and other communications.
- Sets up and maintains reference files/records (electronic and paper).

- Schedules appointments/meetings, monitors deadlines, etc.
- Undertakes research on a range of HR related issues and assists in the preparation of notes/reports.
- Maintains automated database containing HR related statistics and prepares periodic reports.
- Performs a variety of administrative duties (e.g. leave recording, request for office supplies and equipment, etc.).
- May provide guidance/training to less experienced staff.

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.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

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

High school diploma or equivalent is required.

Work Experience

A minimum of five (5) years of experience in human resources management, administrative services or related area is required.

Experience in application of UN Staff Rules and Regulations in an operational environment is desirable, including administration of a broad range of entitlements and benefits using SAP or Umoja.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required; and knowledge of the French is desirable. Knowledge of another official United Nations language is an advantage.

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

This temporary job opening may be 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 established according to staff rule 4.15. 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.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.