



**Job Opening Reference: RSCE/TJO/006/02-2019**

**Issuance Date: 28 February 2019**

**Deadline Date: 14 March 2019**

**Type of contract:** Temporary Appointment

**Duration:** 3/6 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-5</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>Please note that this is a locally-recruited position, restricted to Ugandan nationals and/or legal residents of Uganda</u></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).

#### **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.

#### **Main Duties and Responsibilities:**

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

- Assists 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 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.;
- 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.
- Assists in the 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, 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 as 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 certification 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 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
- 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
- Perform other duties as and when required by the Supervisor.

#### **Competencies:**

- **Professionalism:** Provide direct operational support to the RSCE and its Client Missions by processing HR related entitlements and benefits activities, and to all personnel transactions and contract administration transactions. 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.

### **Qualifications required to perform the assigned duties of the post:**

#### **Education**

- High school diploma or equivalent is required. An additional qualification in human resources is desirable.

#### **Work Experience**

- A minimum of five (5) years of progressively responsible experience in Human resources management, administrative services or related area is required.
- Experience working in human resources management or administrative services 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.
- Knowledge of another official United Nations language is an advantage.

### **ADDITIONAL IMPORTANT COMMENTS:**

1. Please note that failure to comply with the below will render your application invalid for this process.
2. 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.
3. 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.

4. 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.
5. **PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.**
6. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
7. 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 after submission.
8. This position is funded for an initial period of three (3) to six (6) months and may be subject to extension based on availability of funds and operational needs based on availability of funds and operational needs. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
9. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.