

Posting Title : HUMAN RESOURCES ASSISTANT, FS5
Job Code Title : HUMAN RESOURCES ASSISTANT
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 9 June 2021-23 July 2021
Job Opening number : 21-HRE-RSCE-157089-R-ENTEBBE (M)
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>.

The position is in the Regional Service Centre Entebbe (RSCE) in the Human Resources and Talent Management Unit. The incumbent will report to the Chief, Human Resources Officer.

Responsibilities

Within limits of delegated authority, the Human Resources Assistant FS-5 will carry out the following duties:

Recruitment and Placement

- Participate in the selection of candidates, including conducting roster searches for applicants and identifying short-lists of candidates, evaluating and screening applications, generating personal history profiles of candidates, facilitating the interview process and acting as ex-officio.
- Assist in the filling of vacant posts for all categories, including initiating and following-up on reference checks and academic qualifications, ensuring the completion of the pre-recruitment formalities, calculating salaries and related benefits, and preparing and dispatching offers of appointment and Statement of Emoluments.
- Provide input into policy development for HR policies for staff in the Field Service, General Service and related categories.
- Schedule and coordinate entry tests for locally-recruited staff.
- Supervise and support the maintenance of vacancy announcement files, staffing tables and tracking of status of recruitment cases.
- Review and process personnel actions through Umoja

Staffing Table Administration & Post Management

- Closely liaises with DOS, Hiring Managers, CHRO and Budget Unit, to maintain staffing table and post management functions ensuring all authorized posts are created in accordance with the approved budget document.
- Constantly updates post redeployments and raises relevant Personnel Actions, to ensure there are no discrepancies between the various HR systems used to record staffing and post information.
- Closely coordinates with other HR colleagues, recruitment focal points and DOS ensuring that appropriate documentation is submitted and staffing, and post changes are implemented in a timely manner for real-time information.
- Prepares and submits staffing tables and standardized reports on HR related issues to senior management, hiring managers, DOS and other stake holders as may be required.

Classification

- Assist in reviewing and processing requests for classification by ensuring completeness of requests and liaising with requestors when required.
- Provide advice and answer general queries on classification procedures and processes.
- Assist in providing documentation and background materials relating to classification appeals by researching background information and liaising with relevant offices when required.

General

- Supervise the maintenance of automated databases and the centralized reference and filing systems by reviewing and approving entries by junior staff, ensuring that information is accurately and timely entered.
- Undertake research on a range of Human Resources related issues and prepares notes/reports.
- Undertake research on precedents, policy rulings and procedures.

- Compile data from different sources and prepare statistical reports on Human Resources related issues.
- Provide general office support services; process, draft, edit, proofread and finalize for signature/approval a variety of correspondence and other communications; perform budget preparation, input, monitoring and implementation in information systems, sets up and maintains files/records (electronic and paper); schedules appointments/meetings, monitors deadlines
- Prepare written responses to queries concerning Human Resources related matters.
- Perform other duties as required.

Work implies frequent interaction with the following:

- Chief Human Resources Officer
- Service Delivery Managers and Service Line Managers
- Staff members at the RSCE
- Counterparts within the Centre, other PKO missions and within the Department of Operational Services at Headquarters
- External candidates

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

High school or equivalent diploma is required. Technical or vocational certificate in human resources, business administration or personnel administration is desirable.

Work Experience

At least 8 years of progressively responsible experience in human resources management administrative services or related area is required

Experience in human resources management within a field operation of the United Nations or similar international organization is required

Experience in the use of ERP/SAP (UMOJA) for the administration of benefits and entitlements for staff and non-staff, reporting or staffing/post management is required

Experience in processing recruitment of staff and non-staff for the United Nations field operations or similar organization is desirable.

Languages

- English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in English 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 post is funded for an initial period of one year and may be subject to extension.

- 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.

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.