

Posting Title : ASSISTANT HUMAN RESOURCES OFFICER, NOA
Job Code Title : ASSISTANT HUMAN RESOURCES OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 1 November 2023-30 November 2023
Job Opening number : 23-HRE-RSCE-221027-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 Director RSCE and support offices through the Deputy Director 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.

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

Responsibilities

Within the delegated authority, the Assistant Human resources officer will be responsible for

the following duties:

Recruitment and Staff Selection

- Assists in the management of recruitment process including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening candidates.
- Assists in the review of job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities reflect the job content;
- Arranges interviews for selection of candidates.
- Supports the supervisor in task forces and working groups identifying issues/problems, formulating policies and guidelines, and providing inputs on new procedures on recruitment and staff selection;
- Reviews when required and determines eligibility of applicants in line with requirements stated in the job openings;
- Initiates and follows-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, calculating salaries and related benefits, and preparing and dispatching offers of appointments and Statement of emoluments.

Administration of entitlements and Benefits

- Advises the supervisor on the implementation of United Nations policies and practices on entitlements.
- Assists in advising and guiding managers and staff on human resources related matters.
- Monitors issues on conditions of services for staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters.
- Assists in the monitoring and evaluating the effectiveness of the related guidelines, HR rules, regulations practices and procedures.

Planning and Budget

- Assists with the review of recommendations resulting from staffing reviews and translates them into staffing requirements for the purpose of budget preparation;
- Assists in conducting initial review and analysis on the staffing aspects of the mission's budget as well as classification of the posts;
- Assists in ensuring that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget Units at both RSCE and Headquarter levels to ensure availability of the funds;
- Advises hiring managers on loaning of posts between sections and movement of the posts and staff between locations based on the SOP on the staffing table and post management, ensuring the integrity of the staffing table as approved in the budget without discrepancy in the sections and locations.

Performance Management

- Assists the supervisor in the implementation of the performance appraisal system and monitors its compliance with the proper implementation of the performance management system, providing guidance and substantive support to all Units on the standards for the

development of service, section, unit and individual work plan.

- Participates in organizing training/orientation programmes in performance management and supervisory skills as well as work plans.
- Gathers data full compliance of ePAS and provides input to the establishment of Management Review Committee and Joint Monitoring Committee and Rebuttal panel and acts as their facilitator and ex-officio member.

Staff Development

- Researches training opportunities for HR staff as well as staff in general, and plans and prepares the RSCE's training budget in coordination with the relevant Units.
- Assists the supervisor with the development of training programmes for staff, giving particular attention to developing and implementing career development paths for national staff members;
- Assists with the assessment of skills, expertise and knowledge requirements of human resources staff

Administration of Justice

- Provides assistance to compile RSCE's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system.
- Supports the supervisor in providing inputs to efforts and measures aimed at addressing and mitigating staff grievances with the purpose of resolving them at the lowest practical level.
- Assists with the development of preventive activities such as training and sharing best practices and recent jurisprudence related to human resources management.

Staff and Management Relations

- Provides the supervisor with inputs on HR matters for purpose of discussions and dialogue between the management and international and national staff unions (Field Staff Union and National Staff).
- As assigned by the supervisor, participates in meetings with staff representatives to address issues affecting the staff and assists in the coordination of the quarterly meetings with the Head of the Mission and Director/Chief of Mission Support;
- Organizes, as necessary, general or specific meetings for staff on issues such as mandate implementation, status of HR reforms and other organizational change initiatives etc.

Other:

- Assists in reviewing and processing requests for classification, providing advising and answering queries on classification procedures and processes.
- Conducts research on precedents, policy rulings and procedures;
- Maintains human resources information systems, including constant update and generation of information and reports for use by management;
- Performs other duties as required

Competencies

- **Professionalism:** Knowledge and experience related to provision of HR Management services to all stakeholders of the Organization. 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.

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.

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. Builds consensus for task purpose and direction with team members. 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 shortcoming.

Education

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with additional experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of two years of progressively responsible experience in human resources management is required.

Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds and programmes) – or similar

international organization or non-governmental organization - in a conflict or post-conflict setting is desirable.

Experience working in a multicultural and/or international work environment is desirable.

Experience in a shared service center is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. 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.
- This position is open to eligible nationals of Uganda only
- 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.
- Candidates for the National Professional Officer category shall be of the nationality of the country where this position is located.
- An impeccable record for integrity and professional ethical standards is essential.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.