

Posting Title : ASSOCIATE HUMAN RESOURCES OFFICER, NOB  
Job Code Title : ASSOCIATE HUMAN RESOURCES OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 10 March 2023-8 April 2023  
Job Opening number : 23-HRE-RSCE-204090-R-ENTEBBE (R)  
Staffing Exercise : N/A

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

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### **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.

For more information, please visit <https://rsce.unmissions.org>.

These positions are located in the Onboarding and Separation Service Line, National Staff Benefits & Payroll Service Line, as well as the Uniformed Personnel Service Line, at the RSCE under the Department of Operational Support.

The Associate Human Resources Officer at this level reports to the Service Line Manager/ Human Resources Officer.

## **Responsibilities**

Within limits of delegated authority, the Associate Human Resources Officer will carry out the following duties:

- Manages the determination and implementation of benefits and entitlements of RSCE client missions (Staff and Non-Staff) covering life and career events from pre-appointment to beyond separation.
- Accountable for ensuring transparency, accuracy and ensuring full compliance with staff rules and regulations
- Accountable for the integrity, transparency and equity of the management of RSCE resources, particularly the contracts, benefits, and entitlements management.
- Advises client missions on benefits and entitlements, staff rules and regulations, HR guidelines and promotes a collaborative and client-oriented approach, sharing knowledge and best practice.
- Advise client missions on matters related to benefits and entitlements, fostering partnerships with them.

### Administration of entitlements

- Processes all education grant requests, i.e., advances and claims.
- Provides services in education grant advances and education grant payments for client mission international staff.
- Administers, certifies and approves the processing of benefits and entitlements in full compliance with staff regulations and rules and financial accountability framework and has approval authority for non-discretionary decisions under the applicable rules.
- Determines, verifies and approves financial entitlements related to contracts such as appointment, reassignments, and ongoing entitlements.
- Administers and provides advice on salary and related benefits, travel, and social security entitlements.
- Streamlines payment and entitlement procedures to deliver optimal client service.
- Make accurate determination of entitlements of personnel transactions.
- Ensures timely processing and approving payments.
- Ensure accurate processing of financial entitlements to reduce recoveries, advances and other exceptional payments.
- Ensure full transparency of the administration of benefits and entitlements.

### Human Resources

- Identifies areas for improving processes and HR policies and developing the RSCE business requirements to maximize efficiency and simplify procedures.
- Monitor the work of the Human Resources Assistants in carrying out human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts.
- Make recommendations to improve HR policies and guidelines as related to the Service Lines.
- Enhance work efficiency through constant evaluation and analysis of human resources processes.
- Recommend, create and maintain knowledge management for benefits and entitlements.
- Ensure that Umoja contains accurate and comprehensive coverage of benefits and entitlements.
- Continuous learning and development for HR staff by keeping abreast with HR best practices.
- Conduct training courses on Benefits and Entitlements.
- Supervise the maintenance the human resources filing system.

#### Other

- Identifies and analyzes staff development and career support needs and design programmes to meet identified needs.
- Provides input and support to further development of and implementation of the service lines.
- Provides induction orientation and briefing to new staff members in the service lines.
- Provides high quality, timely and accurate service to client missions.
- Performs any other duties as required.

### **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**

An advanced university degree (Master's or Doctorate degree, or equivalent) in human resources management, business or public administration, social sciences, education, or related fields is required. A first-level degree with two additional years of relevant work experience may be accepted in lieu of an advanced university degree in the specified fields of studies.

## **Job Specific Qualifications**

### **Work Experience**

At least two (2) years of progressively responsible experience in human resources management, administration or related area at the national or international level is required.

Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting is required.

Experience and practice of Enterprise Resource Planning (ERP) is desirable.

Experience working in a United Nations common system (inclusive of peacekeeping, political missions and UN agencies, funds and programmes) – or similar international organization or non-governmental organization is desirable.

Experience in a shared service Centre is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the positions advertised, fluency in English (both oral and written) 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**

These positions are funded for an initial period of one year and may be subject to extension.

These positions are subject to local recruitment pursuant to staff rule 4.4 of the United Nations. National Professional Officers should be of the nationality of the country where the office concerned is located. A staff member subject to local recruitment under this rule shall not be eligible to receive payment of the allowances or benefits exclusively applicable to international recruitment.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for these positions.

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.

