

Posting Title : ASSOCIATE HUMAN RESOURCES OFFICER, P2  
Job Code Title : ASSOCIATE HUMAN RESOURCES OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 19 June 2021-3 July 2021  
Job Opening number : 21-HRE-RSCE-157995-J-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.

The Human Resources and Talent Management Unit is located in the pillar of the Deputy Chief RSCE.

The Associate Human Resources Officer at this level reports to the Chief of Unit, Human Resources Management.

### **Responsibilities**

Within the delegated authority, the Associate Human Resources Officer will be responsible for the following duties:

- Manages the determination and implementation of benefits and entitlements of RSCE Clients mission staff covering life and career events from pre-appointment to beyond separation.
- Accountable for ensuring transparency, accuracy and assuring 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 clients' mission on Benefits and entitlements, staff rules and regulations, HR guidelines and promotes a collaborative and client-oriented approach, sharing knowledge and best practice.
- Advise clients mission on matters related to benefits and entitlements, fostering partnerships with them.

#### Recruitment and Staff Selection

- Provides support in the management of recruitment process including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening of candidates.
- Support the review of job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities.
- Assists in the preliminary review, prepares and submits recruitment cases to (Field) Central Review Bodies.
- Arranges and conducts interviews for the assessment of candidates.
- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and providing inputs on new procedures on recruitment and staff selection.
- Plans, organizes, and administers the Young Professionals Program Examination, Global General Service Test, Language professional examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.

#### 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.
- Administer, certify and approve 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.
- Determine, verify and approve 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.
- Streamline payment and entitlement procedures to deliver optimal client service.
- Make accurate determination of entitlements of personnel transactions.
- Ensure 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.
- Monitors the work of the Human Resources Assistants in carrying out all 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 HR processes.
- Recommends, creates and maintains knowledge management for benefits and entitlements.
- Ensure that Umoja contains accurate and comprehensive 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.
- Supervises the maintenance of the human resources filing system.

#### Other

- Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs.
- Provide 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 clients mission.
- Performed other duties as required.

#### Competencies

Professionalism –Knowledge of human resources policies, practices, procedures, and tools and ability to apply them in an organizational setting; - Ability to identify issues, analyze and formulate opinions, make conclusions and recommendations on complex human resources policy and development issues;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.

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.

### **Education**

A first-level university degree in human resources management, business or public administration, social sciences, education or related field is required.

### **Work Experience**

A minimum of two years of progressively responsible experience in human resources management, administration or related area is required.

Experience in managing end to end recruitment processes in the UN Common system or similar international organization is required.

Experience in the administration of benefits and entitlements is required.

Experience in the use of an Enterprise Resources Planning (ERP) system such as SAP or Peoplesoft is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Working 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 temporarily available for an initial period of 364 days.
- 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.
- 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.

- 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.

### **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.