

Posting Title : HUMAN RESOURCES ASSISTANT, G6  
Job Code Title : HUMAN RESOURCES ASSISTANT  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 1 September 2022-7 September 2022  
Job Opening number : 22-HRE-RSCE-190022-J-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 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.

These positions are located in the International Benefits and Payroll Service Line (IBPSL) at the Regional Service Centre in Entebbe under the Department of Operational Support. The Human Resources Assistant will report to the Service Line Managers/Unit Supervisor.

The incumbents at this level must complete a specialized Umoja HR Partner training course and certification for designation as UMOJA HR Partner.

## **Responsibilities**

The Human Resources Assistant will perform the following duties:

Administration of entitlements and benefits

- Prepare 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.
- Accurately 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.
- Assist 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.
- Implement the processes related to the on-boarding, travel arrangements, payment 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, practice and procedures, and make 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 an efficient and timely manner (i.e., Personnel Administration of Contracts, Personnel administration of movements, Time Management and Separations) making proper recommendations where exception is required.
- Provide guidance and advice to internal and external clients on Benefits and Entitlements, Staff Rules and Regulations and HR guidelines and promotes a collaborative and client-oriented approach.
- Review requests for entitlements and claims Handle non-routine and complex cases, undertaking if necessary research.
- 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.
- Engage in comprehensive HR strategy including benefits and entitlements management.

- Review and revise HR policy guidelines relating to Benefits and entitlements as deem necessary. Make inputs to the design and development of the delivery processes.
- Perform HR Administration of Benefits and Entitlements in UMOJA in line with the delegation of authority, maintain 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.

#### Recruitment and placement

- Researches and provides accurate information to Human Resources Officers and Senior Managers on human resources staffing issues, assisting in the timely filling of vacancies by facilitating the selection of highly qualified candidates to meet the operational and substantive requirements of the Organization;
- Reviews job openings ensuring that the evaluation criteria and responsibilities are in line with the approved or classified documents.
- Reviews 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 appointment and Statement of Emoluments;
- Provides inputs into development of HR policies and procedures on Staff Selection and recruitment;
- Plans, schedules and coordinates written assessments and competitive recruitment examinations. Advises staff and selected candidates on visa procedures and requirements;

#### General

- May supervise the work of Human Resources Assistants at the lower level
- Provide general office support services; draft and/or process a variety of correspondence and other communications.
- Set up, maintain and monitor reference files/records (electronic and paper).
- Schedule appointments/meetings, monitor deadlines, etc.

- Undertake research on a range of HR related issues and prepare notes/reports.
- Maintain and monitor automated database containing HR related statistics and prepare periodic reports to HR management.
- Prepare necessary documentation for distribution to various offices, departments and overseas offices.
- Perform a variety of administrative duties (e.g. leave recording, request for office supplies and equipment, etc.).
- Assist in the preparation of necessary documentation for distribution to various offices, departments and overseas offices.
- May provide guidance/training to less experienced staff.

## **Competencies**

Professionalism - Knowledge of Human Resources policies, practices and procedures, and ability to apply them in an organizational setting. Solid knowledge of SAP and Umoja. Ability to identify issues, formulate opinions, draw conclusions and recommendations. 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.

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.

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.

## **Education**

- High school diploma or equivalent is required.
- Additional qualification/course work/training certification in human resources is desirable.

### **Job Specific Qualifications**

#### **Work Experience**

A minimum of seven (7) years of experience in human resources management, administrative services or related area is required.

Experience in administration of a broad range of entitlements and benefits using Human Resources Systems Applications and Products (SAP) or Enterprise Resource Planning (ERP) software e.g. Umoja or similar is required.

Experience in application of United Nations or similar international organization's Staff Rules and Regulations in an operational environment is required.

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 English, oral and written is required.
- Knowledge of another official United Nations language is desirable.

#### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by informal interview.

#### **Special Notice**

- This post is temporary through 9 November 2022 and may be subject to extension.

•This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

## **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.