

Posting Title : HUMAN RESOURCES OFFICER (Temporary Job Opening), NOC
Job Code Title : HUMAN RESOURCES OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 24 January 2020- 02February 2020
Job Opening number : 20-HRE-RSCE-130523-J-ENTEBBE (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

The Regional Service Center in Entebbe (RSCE) is a shared service centre based in Entebbe, Uganda. We consolidate administrative and support functions previously located in various field missions in a less volatile, more family friendly regional location, with the goal of providing efficient, client-orientated and scalable services while reducing the missions' footprints to UN field missions across Africa. For more information, please visit <https://rsce.unmissions.org>.

The Position is located in the Benefits and Payroll Section, International Benefits and Payroll Service Line. The incumbent will report to the Service Line Manager.

Responsibilities

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

- Provides guidance and direction to the Allowance & Payments or Benefits & Entitlements Service Delivery area consisting of 12 Service Lines.
- Provides advice and support to managers and staff on human resources related matters.
- Prepares special reports and participates and/ or leads special human resources projects.
- Keeps abreast of developments in various areas of human resources.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Administers and provides advice on salary and related benefits, travel and social security entitlements in full compliance with the staff rules and regulations.
- Determines and recommends benefits and entitlements for staff based on the contractual status.

- Reviews policies and procedures and recommends changes as required.
- Reviews and recommends level of remuneration of consultants.
- Supervises and 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.
- Processes the entitlements, benefits and payroll for international staff on behalf of the Client Missions and / or RSCE, as well as claims for official travel and expense reimbursements.
- Manages the Service Line as appropriate in the business processes related to payroll, leave entitlements, contract extensions, other entitlements, separations and final payments for International staff.
- Monitors and evaluates the effectiveness of related guidelines, staff rules, HR rules and regulations, practices and procedures, and makes recommendations through the Service Line Manager where necessary.
- Ensures accurate processing of entitlements and benefits of international staff members in the RSCE, such as Personnel Administration of contracts, Personnel administration of movements, Time management and Separations.
- Provides 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.
- Determines, certifies and processes financial entitlements related to appointments, reassignments, ongoing entitlements and salaries.
- Ensures accurate and complete submission of claims and entitlements.
- Reviews and recommends revision to HR policy guidelines relating to benefits and entitlements as deemed necessary.
- Performs HR administration of benefits and entitlements in Umoja in line with the delegation of authority.
- Measures performance against established Key Performance Indicators (KPIs).
- Prepares and issues Letters of Appointment (LoA) and PAs; Coordinate clearances with HQ and Civilian Pre-deployment Training (CPT) with Entebbe.
- Processes contract extensions, leave, salary entitlements and allowances for international civilian staff.
- Advises staff on responsibilities, code of conduct and procedures associated with entitlements.
- Provides general office support services; drafts and/ or processes a variety of correspondence and other communications.
- Sets up and maintains reference files/ records (electronic and paper).
- Undertakes research on a range of HR related issues and assists in the preparation of notes/reports.
- Maintains automated database containing HR related statistics and prepares periodic reports.
- Assists in the preparation of necessary documentation for distribution to the Service Line and the Client Missions.
- Performs other duties as required.

Competencies

•Professionalism: Knowledge of human resources policies, practices and procedures and ability to apply them in the Service Line. Knowledge of Staff Rules and Regulations, respective administrative instructions and information, human resources policies, process prerequisites, standard operating procedures. 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

Advanced University Degree, preferably in the field of Human Resources Management, Business or Public Administration, Finance, Social Sciences, Education or in a related field is required. An additional recognized certificate or diploma in Human Resources Management is a requirement. A first-level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

An additional recognized certificate or diploma in Human Resources Management is a required.

Work Experience

For holders of a Master's Degree, at least five (5) years of progressively responsible professional experience in human resources management, administration or related area within a national and / or an international Organization is required. In case of a Bachelor's Degree a minimum of seven (7) years progressively relevant professional experience in human resources management, administration or related area within a national and / or an international Organization is required.

Experience working in human resources management within an international organization or non-governmental organization - in a conflict or post-conflict setting is desirable.

Experience with human resources systems and management in an international setting is desirable.

Experience in a shared service center is desirable.

Experience with Human Resources Enterprise Resource Planning System e.g. Umoja or equivalent is required.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English, both oral and written, is required; knowledge of the other is desirable.

Assessment

Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.

Special Notice

- This position is temporarily available through 30 April 2020. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- This position is vacant due to the temporary assignment of the regular incumbent to another office/organization. Extension of appointment/assignment of the selected candidate will be contingent on the return of the incumbent who maintains a lien against this post. The selected candidate is expected to start as soon as possible.
- 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.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- 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.

- Candidates for the National Professional Officer category shall be of the nationality of the country where this position is located.
- 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.

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.