



VACANCY ANNOUNCEMENT

Job Opening Reference: RSCE/GJO/HR-NOC/013/06/2017

Issuance Date: 30 June 2017

Deadline Date: 30 July 2017

Type of contract: Fixed Term Appointment

Duration: 1 Year

Department: Regional Service Centre Entebbe (RSCE)

Scheduled date for taking up appointment: ASAP

Title: Human Resources Officer	Grade: NO-C	Duty Station: Entebbe, Uganda
<u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u>		
Women are strongly encouraged to apply		

- Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

Org. Setting and Reporting

The Position is located in the Regional Service Centre Entebbe (RSCE). The incumbent will report to the Chief of Unit.

Main Duties and 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 on the basis of 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.

- Prepares staff members' entitlements including claims, 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, particularly staff rules, financial regulations and ST/AI issuances or practices, IPSAS policy framework etc.
- Processes the entitlements, benefits and payroll for international and national civilian staff and non-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 civilian staff, non-staff and uniformed personnel.
- Processes 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.
- 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 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.
- Reviews and scrutinizes completeness of documentation supporting invoices and payment request, as well as advising Vendors, Procurement, Self Accounting Units (SAUS), Receiving & Inspection (R&I), etc. any missing documentation or anomalies that may delay payment.
- 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 Brindisi.
- Processes check-in and check-out; arrange travel, prepares PT8, issues tickets on appointment and separation and processes assignment grants, relocation grants and DSA payments.
- Processes contract extensions, leave, salary entitlements and allowances for international civilian staff
- Raises TA and arranges tickets; Updates profiles in FSS; Prepare MOPs for MOVCON
- 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. Staff Rules and Regulations, respective administrative instructions and information, human resources policies, process pre-requisites, 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.

Qualifications

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 requirement.

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.

Languages

- English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.
- Knowledge of another official United Nations language is an advantage.

ADDITIONAL IMPORTANT COMMENTS.

Please note that failure to comply with the below will render your application invalid for this process.

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:
 - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
 - Latest performance evaluation report (for internal UN Candidates).
 - Copies of University Degrees and other relevant certificates and diplomas.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: rsce2-recruitment@un.org WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
7. This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.