



JOB OPENING

Functional Title & Level:	Human Resources Assistant (GS-6)
Duty Station:	Multiple
Posting Period:	22 August – 5 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-003

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Human Resources Assistant (GS-6)** positions. The entire assessment process takes approximately two months; candidates who are successful in the assessment process will be placed on the roster and will be notified accordingly. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection. Start date of these positions is subject to the availability of funding source.

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

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: For ease of reference, please include the functional title and the job opening number indicated above in the subject of your e-mail.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The **Human Resources Assistant (GS-6)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

Responsibilities:

These duties are generic and may vary depending on the specific position location.

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;

Administration of entitlements and benefits

- Interprets, explains and administers entitlements and benefits in line with conditions of service, staff regulations and rules;
- Provides advice, guidance and information to management and staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Reviews and processes entitlements and benefits related actions in HRIS/ERP, making appropriate recommendations where exception is required.
- Supervises and monitors the work of Human Resources Assistants in carrying out all human resources administrative transactions including processing of appointments and preparation of personnel actions;
- Monitors issues on conditions of service of staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters.

Planning and Budget

- Assists the supervisor in the mission planning process throughout the mission lifecycle by preparing documentation and data as well as initial reviews on staffing requirements and organizational structure;
- Assists with the review of recommendations resulting from staffing reviews and translates them into staffing requirements for purpose of budget preparation;
- Reviews the budget drafts of mission's sections and ensures that data and actions asked for in the FPD guidelines on budget review are provided by HR assistants and the sections of missions for review and reflection in the budget draft.
- Assists in reviewing and processing requests for classification, providing advice on classification procedures and processes;
- Assists in providing documentation and background materials relating to classification of posts.
- Constantly reviews and monitors staffing related costs and expenditures in ERP in line with funds allotment, ensuring that funds for staffing costs are available, and where necessary alerts Human Resources Officer to follow up with Finance and Budget Office to deploy funds to meet any shortfall;
- Ensures that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget Units at both the mission and Headquarter levels to ensure availability of funds;

- Advises hiring managers on loaning of posts between sections and movement of posts and staff between locations based on the SOP on Staffing table and Post Management, ensuring the integrity of the staffing table as approved in the budget without discrepancy in sections and locations.

Staff development and career support

- Assists in the development of career development programmes to support staff members career needs;
- Assists in the organization and conduct of training courses and workshops in consultation and coordination with Training Units;
- Researches on specific career needs of staff and makes appropriate recommendations and staff development plans in line with the HR work-plan;

General

- Maintains an automated databases and the centralized reference and filing systems.
- Researches on a range of HR related issues and prepares notes/reports.
- As requested, conducts research on precedents, policy rulings and procedures.
- Supervises compilation and preparation of statistical reports on HR related issues.
- Conducts exit interviews for separating staff and assists him/her in final arrangements.
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications; performs budget preparation input monitoring and implementation in HRIS/ERP, etc.; sets up and maintains files/records (electronic and paper); schedules appointments/meetings, monitors deadlines, etc.
- Prepares written response to queries concerning HR related matters.
- Trains and provides supervision to new and lower-level staff in the unit.
- Advises substantive offices, travelers, all mission personnel, and movement control staff of arrival information and requesting arrangements to be made accordingly for traveler. Provides information on rates and travel schedules for specific itineraries.
- Performs other duties as required.

Competencies

- **Professionalism:** Shows pride in work and 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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

High school diploma or equivalent is required. Course work/training in human resources are highly desirable. Very good computer skills; Knowledge of UN HRIS applications such as Inspira, UMOJA or similar Enterprise Resource Planning and Talent Management systems within the United Nations common system is desirable. Good knowledge of and application of UN Staff Rules and Regulations required.

Work Experience

A minimum of seven (7) years of progressively responsible experience in human resources management, administrative services or related area is required. Experience in application of UN Staff Rules and Regulations in operational environment is desirable, including the travel process, administration of a broad range of entitlements and benefits in Umoja.

Languages

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

Assessment

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