



JOB OPENING

| | |
|--------------------------------------|-----------------------------------------|
| Functional Title & Level: | Human Resources Assistant (GS-5) |
| Duty Station: | Multiple |
| Posting Period: | 22 August – 5 September 2017 |
| Job Opening Number: | MINUJUSTH-GJO-2017-004 |

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-5)** 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-5)** 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

- Assists in reviewing draft job openings ensuring that the evaluation criteria and responsibilities are in line with individual job descriptions;
- Assists with the review of applicants to ensure that candidates meet eligibility criteria, including requirements stated in the job openings;
- Initiates and follows-up on reference checks, in respect of academic verifications and employment records, ensuring the completion of the pre-recruitment formalities;
- Initiates and prepares offer of appointment, including Statement of Emoluments, for review by the Human Resources Officer;
- Assists with the scheduling and coordination of assessment of candidates, including written assessments; competitive recruitment examinations and Competency Based Interviews;
- Maintains up to date electronic roster for successful applicants to national category job openings, establishing contacts with candidates to update rosters;
- Advises staff and selected candidates on visa procedures and requirements.

Administration of entitlements and benefits

- Advises staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Reviews and maintains time and attendance records of staff, processing leave requests, liaising with Sections and staff in cases of discrepancies;
- Reviews and processes entitlements and benefits related actions in HRIS and ERP;
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters.

Performance Management and Staff development

- Assists with guiding staff on performance management and staff development, monitoring compliance as required;
- Assists in the development of career development programme 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 the specific career needs of staff and make appropriate recommendations and staff development plans in line with the HR work-plan;
- Assists with the development and conducting courses related to general and human resources management needs.

Others

- Assists with the monitoring of staff related costs and expenditures in ERP and alerts the Supervisor on any projected shortfall;
- Ensures post management is conducted in line with established standard procedures and that Managers and staff are adequately advised and briefed on post related actions;
- Undertakes research on a range of HR related issues and prepares notes/reports;
- Assists with the compilation and preparation of statistical reports on HR related areas;
- 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;
- Initiates required actions with regard to various HR related transactions, including budget and financial transactions concerning HR issues for review by the Supervisor;
- Prepares and drafts written response to queries concerning HR related matters;
- Assists with reviewing and processing requests for classification, advising and answering queries on classification procedures and processes;

- Assists in providing documentation and background materials relating to classification;
- 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.
- **Planning and 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

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 in an international organization is desirable. Good knowledge of and application of UN Staff Rules and Regulations is required.

Work Experience

A minimum of five (5) 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 administration of a broad range of entitlements and benefits.

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.