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## MINUSTAH JOB OPENING Internal / External

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<b>Job Title &amp; Level:</b>	<b>HUMAN RESOURCES ASSISTANT, GL-5</b>
<b>Department/Office:</b>	<b>MINUSTAH/HUMAN RESOURCES SECTION</b>
<b>Location:</b>	<b>PORT-AU-PRINCE, HAITI</b>
<b>Posting Period:</b>	<b>23 August 2016 – 07 September 2016</b>
<b>Job Opening Number:</b>	<b>MINUSTAH-NJO-2016-075</b>

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to Recruitment Unit via email: [minustah-recruitment@un.org](mailto:minustah-recruitment@un.org).

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

### **Org. Setting and Reporting**

The Human Resources Assistant will report to the Chief of Recruitment & Career Development Unit under the direct supervision of respective portfolio team leaders:

### **Responsibilities:**

Within delegated authority, the Human Resources Assistant will be responsible for the following duties:

### **Recruitment and placement**

- Processes applications for vacancies, including preparing and maintaining case files for candidates, ensuring and monitoring the transfer of files of candidates between offices, arranging for interviews, and entering data on candidates into the automated roster.
- Assists in the filling of posts, including initiating and following-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.
- Assists in the evaluation and screening of applications of candidates for secretarial, clerical and related categories positions.
- Maintains vacancy announcement files and tracks status of vacancy announcements.
- Coordinates with Executive Offices and selected candidates on travel arrangements, visa matters and shipment of personal effects.

- Prepares agenda and provides relevant documentation required for recruitment related meetings.
- Prepares personnel actions.
- Advises staff on visa matters.

### **Staff development and career support training**

- Assists in the organization and conduct of training courses and workshops.
- Provides logistics and administrative support to trainers.

### **Classification**

- Assists in reviewing and processing requests for classification.
- Provides advice and answers general queries on classification procedures and processes.

### **General**

- 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).
- Schedules appointments/meetings, monitors deadlines, etc.
- 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 various offices, departments and overseas offices.
- Performs a variety of administrative duties (e.g. leave recording, request for office supplies and equipment, etc.).
- May provide guidance/training to less experienced staff.
- Performs other duties as required.

### **Competencies**

#### **Professionalism:**

Knowledge of the human resources policies, procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. 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.

**Technological Awareness:**

Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**Education:**

High school diploma or equivalent.

**Work Experience:**

Five (5) years of experience in human resources management, administrative services or related area of which at least one year is in recruitment and/or onboarding of candidates is required. Proficiency in the use of talent management and SAP enterprise resource planning systems/tools is highly desirable.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English and French are required.