



**UNITED NATIONS SUPPORT MISSION IN SOMALIA
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY,
PROFESSIONALISM, RESPECT FOR DIVERSITY THESE
POSITIONS DO NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY
ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS	:	02 July 2018
DATE OF ISSUANCE	:	03 June 2018
FUNCTIONAL TITLE	:	HUMAN RESOURCES ASSISTANT
LEVEL	:	GL-6
SECTION	:	HUMAN RESOURCES MANAGEMENT
LOCATION	:	MOGADISHU
DURATION OF CONTRACT APPOINTMENT	:	ONE (01) YEAR FIXED-TERM
VACANCY ANNOUNCEMENT NUMBER	:	UNSOS/HRA-GL/019/2018

Special Notice

These positions are funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are required to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Org. Setting and Reporting

This Job Opening is to fill three (3) vacancies in the Human Resources Management Section of the United Nations Support Office in Somalia (UNSOS). The Human Resources Assistant will be based in Mogadishu and will report to Human Resources Officers within the Unit.

Responsibilities

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

Recruitment and placement

- Provides accurate information to Human Resources Officers on human resources staffing issues.
- Assists in the timely filling of vacancies by facilitating the recruitment 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 and organizational policies.
- 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 procedures on Staff Selection and recruitment.
- Plans, schedules and coordinates written assessments and competitive recruitment examinations.
- Advises staff and selected candidates on security 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 staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Supports staff on all HR-related areas including time and attendance, and support with the HR systems (Umoja and FSS).
- Reviews and processes entitlements and benefits related actions in HRIS/ERP, making appropriate recommendations where exception is required.
- Monitors staff contracts and liaises with Programme Managers and with United Nations Regional Service Center Entebbe (RSCE) in the processing of relevant Personnel Actions Umoja;
- Carry out all human resources administrative transactions including liaising with

RSCE in the 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 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 organization's guidelines on budget review are provided by 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.
- Prepare reports and statistical analysis for monitoring and reporting purposes.

General

- Maintains an automated database 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.
- 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; is proactive and remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

•**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.

• **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.

•**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

High school diploma or equivalent is required. Course work/training in human resources are highly desirable. Knowledge of HRIS applications and UN Staff Rules and Regulations desirable.

Work Experience

A minimum of seven (7) years of progressively responsible experience in human resources management, 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, recruitment and budget is desirable.

Language

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required.

Other

Proficiency in Excel, PowerPoint and Word processing is required.

Assessment Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Interested candidates are advised to ensure that they carefully read the requirements of the position above and the instructions below.

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below **quoting exact vacancy announcement number and functional title on the subject line on or before the deadline.** The P.11 is on the <https://unsos.unmissions.org/jobs>. When filling in the PHP candidates are Applications submitted after the deadline **11 May 2018** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsoa@un.org

Kindly attach a copy of High School Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

The United Nations shall place 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).