



## UNITED NATIONS SUPPORT OFFICE IN SOMALIA

(UNSOS)

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

THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS

**FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS	:	01 FEBRUARY 2020
DATE OF ISSUANCE	:	03 JANUARY 2020
FUNCTIONAL TITLE	:	ASSOCIATE HUMAN RESOURCES OFFICER
LEVEL	:	NO-B
SECTION	:	HUMAN RESOURCES
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	TEMPORARY APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSOS/HR/001/2020

### Special Notice

This is a temporary job opening limited to six (6) months, extension of the 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 to take-up the appointment. All applicants are strongly encouraged 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 to be eligible to apply for this vacancy.

### Organizational Setting and Reporting Relationships:

This position located in Nairobi within the United Nations Support Office in Somalia (UNSOS), in Human Resources Section. The incumbent at this level reports to the Chief of Staff Selection Unit.

### Responsibilities:

Within delegated authority, the Associate Human Resources Officer undertakes a wide range of responsibilities in Human Resource Management including but not limited to human resources planning and management. Duties and responsibilities shall include:

### Recruitment and Staff Selection

- Provides support in the management of recruitment process including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening of candidates.
- Supports and reviews job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with Generic Job Profiles and Standard on Requisitions.
- Assists in the preliminary review, prepares and submits recruitment cases to (Field) Central Review Bodies.
- Arranges and conducts interviews for selection of candidates.
- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and providing inputs on new procedures on recruitment and staff selection.
- Plans, organizes, and administers the examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.

**Planning and Budget**

- Supports the mission planning process throughout the mission lifecycle on the staffing requirements and organizational structure.
- Assist with the review of recommendations resulting from staffing reviews and translates them into staffing requirements.
- 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.
- Assists in reviewing and processing requests for classification, providing advising and answering queries on classification procedures.

**Administration of entitlements and Benefits**

- Advises the Head of the Section on the development and implementation of United Nations policies and practices on Staff Selection.
- Provides advice to managers and staff on human resources related matters
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.

**Administration of Justice**

- Compiles the mission's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system.
- Provides inputs to efforts and measures aimed at addressing and mitigating staff grievances with the purpose of resolving them at the lowest practical level.
- Assists with the development of preventive activities such as training and sharing best practices and recent jurisprudence related to human resources management.

**Others:**

- Assists in the development of a set of actionable and targeted change management plans, including coaching and training in order to implement these responsibilities and reports on possible gaps and risks and recommends corrective action.
- Assists with the development of a communication strategy with a dedicated intranet page on HR issues and regular formal and informal meetings.
- Assists in reviewing and processing requests for classification, providing advice and answering queries on classification procedures and processes.
- Conducts research on precedents, policy rulings and procedures.
- Maintains human resources information systems, including constant update and generation of information and reports for use by management.
- Performs other duties as required.

**Competencies:**

- **Professionalism:** 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 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.

#### **Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with an additional two years of experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of two years of progressively responsible experience in human resources management, administration or related area.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

**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:**

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>.

Applications submitted after the deadline **01 February 2020** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview. **FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Kindly attach copies of relevant academic certificates, 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).**