



OFFICE OF THE SPECIAL ENVOY OF THE SECRETARY-GENERAL FOR THE GREAT LAKES REGION (O/SESG-GL)

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS	:	20 APRIL 2017
DATE OF ISSUANCE	:	31 MARCH 2017
FUNCTIONAL TITLE	:	HUMAN RESOURCES ASSISTANT
LEVEL	:	GL-6
SECTION	:	ADMINISTRATION
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	SESG/ADM/007/2017

Special Notice

This position is 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 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 in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located in the Office of the Special Envoy of the Secretary-General for the Great Lakes Region (O/SESG-GL) Nairobi, Kenya. The incumbent will report to the Chief of Staff in O/SESG-GL.

Responsibilities

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

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;

- Schedules and coordinates assessment of candidates, including written assessments; competitive recruitment examinations and Competency Based Interviews;
- Maintain up to date electronic roster for successful applicants to national category job openings, establishing contacts with candidates to update roster;
- 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

- Participates 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 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 Administrative 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 manager 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;
- Assists with the development and conducting courses related to general and human resources management needs.

Others

- Supervises the maintenance of automated databases and the centralized reference and filing systems.
- Undertakes research on a range of HR related issues and prepares notes/reports.
- 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; 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.

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.

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.

Qualifications:

Education

High school diploma or equivalent is required. Course work/training in human resources are highly desirable.

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 administration of a broad range of entitlements and benefits.

Languages

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 language is desirable

Other:

Very good computer skills; knowledge of UN HRIS applications and ERP etc. is advantage. Good knowledge of and application of UN Staff Rules and Regulations is required.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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 on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **20 April 2017** will not be accepted. **CVs will not be accepted.**

Email: recruitment-unsoa@un.org

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).