



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

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

DEADLINE FOR APPLICATIONS: 30 AUGUST 2018
DATE OF ISSUANCE: 16 AUGUST 2018
FUNCTIONAL TITLE: HUMAN RESOURCES ASSISTANT
LEVEL: INTERNATIONAL INDIVIDUAL CONTRACTOR
SECTIONS UNIT: HUMAN RESOURCES MANAGEMENT SERVICES
LOCATION: MOGADISHU
DURATION OF CONTRACT: 9 MONTHS
VACANCY ANNOUNCEMENT NUMBER: UNSOS/HR/ 023/2018

Special Notice:

All applicants are strongly encouraged to apply on-line as soon as possible 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. All applicants working with UN contractors should clearly indicate on the PHP the Contractors Company Name.

Organizational Setting and Reporting Relationships:

This position is located within the Human Resources Management Services Section of the United Nations Support Office in Somalia (UNSOS). The Human Resources Assistant will be based in Mogadishu and will work under the supervision of the Human Resources Officer.

Responsibilities:

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

Recruitment and placement

- Receive and review recruitment requests from Hiring Offices, verify that supporting documentation to initiate recruitment process are in order, and draft Job Openings and issue them to the agreed channels maintaining accurate documentation; Maintain Job Opening files and tracks status of job opening announcements.
- Follow set procedures, receive, analyse and screen candidates' applications using set criteria, prepare longlists and submit them to the Hiring Offices. Proactively follow up on response from the hiring managers;
- Prepare and maintain case files for candidates, ensuring and monitoring the transfer of files of candidates between offices, arrange for interviews and attend interviews as HR Ex-Officio.
- Prepare case files for the Mission Review Panel for review and enter data on candidates into the relevant roster tracking table.
- Assist in 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.
- Coordinate with relevant Offices /units and selected candidates on travel arrangements, visa matters and shipment of personal effects.
- Ensure that issued HR policy manuals, Staff Rules and Handbook, regulations, guidelines, SOPs and circulars, are complied with and inform the supervisor of any breach or irregularities in the selection process;
- Ensure Recruitment case files are accurately stored and updated in compliance with the established standards including preparation and updating of standard operating procedures under area of responsibility;
- Support in workforce and succession planning through identifying upcoming gaps and means to fill them and contribute to gender parity targets and initiatives;

- Review and compile a variety of data on staff recruitment and selection, gender statistics etc., to support analysis and reporting of recruitment key performance indicators;
- Use HR management systems for reviewing, entering and updating a variety of HR data including monitoring various deadlines; particularly in the area of recruitment and selection and ensuring compliance with the established deadlines and accuracy of HR data;
- Supervise and provide guidance to junior staff in the recruitment cell, support rapid recruitment and deployment of staff.
- Provide assistance on Human Resources recruitment queries and follow up actions to ensure consistent and high-quality HR services are delivered to clients;

General

- Undertake research on a range of HR related issues and assists in the preparation of notes/reports.
- Maintain automated database containing HR related statistics and prepares periodic reports as required.
- Assist in the preparation of necessary documentation for distribution to various offices, departments and overseas offices.
- Perform other duties as required.

Work implies frequent interaction with the following:

- Staff in Kenya and Somali Offices.
- Staff within work unit, Client Support Unit, Post Management Unit and Specialist Support Units
- Internal and External candidates.

Results Expected:

- Timely filling of vacant positions.
- Processes work and requisite follow-up with minimal supervision, seeking advice from and/or reporting to supervisor as needed.
- Ensures the accuracy and completeness of documentation submitted by candidates, staff and offices.
- Consistently applies appropriate policies, rules, guidelines, procedures and practices.
- Liaises and interacts effectively and in a timely manner with colleagues and concerned parties internally and externally.

Competencies:

Professionalism: Good 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.

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.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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.

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: High school Diploma or equivalent is required. Additional training in Human Resources Management skills is an asset.

Experience: At least five (5) years of progressively responsible experience in Human Resources management, administrative services or related area. Experience in the United Nations is an advantage.

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.

Other: Very good computer skills including advance excel skills and other data/information management skills, knowledge of HRIS applications is an advantage.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **30 August 2018** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

Kindly attach a copy of P11, Degrees/or Certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility.

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).