



## UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

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

<b>DEADLINE FOR APPLICATIONS:</b>	<b>8 OCTOBER 2016</b>
<b>DATE OF ISSUANCE:</b>	<b>9 SEPTEMBER 2016</b>
<b>FUNCTIONAL TITLE:</b>	<b>HUMAN RESOURCES ASSISTANT</b>
<b>LEVEL:</b>	<b>GL-4</b>
<b>SECTION:</b>	<b>HUMAN RESOURCES</b>
<b>LOCATION:</b>	<b>NAIROBI</b>
<b>DURATION OF CONTRACT:</b>	<b>ONE (1) YEAR FIXED TERM</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UN SOS/HR/ 055/2016</b>

### 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:

The position is located in Nairobi. The incumbent reports to the Human Resources Officer.

### Responsibilities;

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

#### Recruitment and placement

- Assists with the processing of recruitment for international and national positions;
- Assists with the review of applications to ensure that candidates meet eligibility criteria, including requirements stated in the job openings;
- Initiates and follows-up on reference checks, in respect of academic verifications and employment records, ensuring the completion of the pre-recruitment formalities;
- Initiates and prepares offer of appointment, including Statement of Emoluments, for review by the Human Resources Officer;
- Maintains up to date electronic roster for successful applicants to national category job openings, establishing contacts with candidates to update rosters;
- Advises staff and selected candidates on visa procedures and requirements;
- Assists with inductions and administrative arrangements for newly recruited staff.

#### Administration of entitlements and benefits

- Reviews and maintains time and attendance records of staff, processing leave requests, liaising with Sections and staff in cases of discrepancies;
- Maintains and regularly updates official status files for national staff in the missions;
- Processes, under guidance by supervisors, entitlements and benefits related actions in the system;
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments;
- Prepares and drafts statistical reports, memorandum and faxes for review by the Supervisor.

## Others

- Assists with the compilation and preparation of statistical reports on HR related areas.
- Assists with the communication to separating staff on exit interviews and assists them with final arrangements.
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications; Prepares and drafts written response to queries concerning HR related matters.
- Assists in providing documentation and background materials relating to classification of posts.
- 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 a client informed of progress or setbacks in projects; meets timeline for delivery of product or services to client.

## Qualifications

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

**Experience:** A minimum of three (3) 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.

**Language:** English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required. Knowledge of the other is desirable.

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

## Additional Information:

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to 12 months. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

## 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 **8 October 2016 will not be accepted. CVs will not be accepted.**

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

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

**A copy of P11 to be attached.**

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).