
JOB POSTING DETAILS

Posting Title:	Human Resources Assistant, GL-6
Job Code Title:	Human Resources Assistant
Opening Number:	OSESGY-2019-NJO-007
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
Type of Contract:	Temporary
Duration of Contract:	Six (6) Months
Posting period:	29 May – 8 June 2019

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Org. Setting and Reporting:

This position is located in the Human Resources Section of the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) in Amman. The Human Resources Assistant will report to the Chief Human Resources Officer (CHRO).

Responsibilities:

Under the overall direction of the CHRO and within limits of delegated authority, the Human Resources Assistant will be responsible for performing the following duties:

Administration of entitlements and benefits:

- 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 entitlements and benefits processed in HRIS/ERP, making appropriate recommendations where exception may be required;
- 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.

Recruitment and placement:

- Researches and provides accurate information to the CHRO and Senior Managers on human resources staffing issues;
- Assists 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;
- Plans, schedules and coordinates written assessments and recruitment examinations;
- Advises staff and selected candidates on visa procedures and requirements.

Staffing Table / Position Management:

- Ensures that changes in the mission's budgeted staffing resources are implemented in the system;
- Ensures that the mission's authorized staffing tables are accurately updated and maintained;
- 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.
- Prepares monthly vacancy and incumbency reports for submission to the Field Budget and Finance Division.

Other:

- Responsible for updating all monitoring and tracking reports of HR activities;
- Updates and maintains automated databases and the centralized reference and filing systems;
- Undertakes research on a range of HR related issues and prepares notes/reports;
- 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;
- Sets up and maintains files/records (electronic and paper). Prepares written response to queries concerning HR related matters;
- Performs other duties as required.

Competencies:

Professionalism: Knowledge of human resources policies, procedures and practices and ability to interpret and 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.

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.

Education:

A High School diploma or equivalent is required. Sound knowledge of, and experience in the application of UN Staff Rules and Regulations is required. Training / certification in human resources is desirable. Strong computer skills, in particular knowledge of UN HR applications such as, Inspira, Umoja etc. is an advantage.

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. Prior experience using UN Human Resource Management Systems such as Inspira, Umoja, FSS or an SAP software is highly desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations:

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.