



United Nations and African Union Mission in Darfur

VACANCY ANNOUNCEMENT

The United Nations and African Union Mission in Darfur (UNAMID) is seeking qualified candidates for the following position:

*Before the submission of your application, please refer to the **Qualifications and Experiences and Competencies** sections below, and ensure that you have met the minimum requirements as mentioned.*

VA No.: UNAMID-12-007	VA Date: 25 March 2012	Application Deadline: 08 April 2012
Post Title: Human Resources Assistant	Grade: GL-5	Duty Stations: Nyala, South Darfur

Duties and responsibilities:

Under the supervision of the Section Chief or his/her designate, the incumbent will be responsible for, but not limited to, the following functions:

Recruitment and Placement

- Assist in the preparation and posting of the Vacancy Announcements (VAs).
- Assist in the screening of applications.
- Assist in conducting the testing of candidates
- Prepare and maintain case files for candidates and arrange for interviews.
- Prepare agenda and provide relevant documents required for Interview/Selection Panel meetings.
- Initiate and follow up on reference and security checks, and academic verifications.
- Prepare and dispatch Offers of Appointment; and obtain Acceptance of Offers.
- Arrange and send selected candidates for initial medical clearance; and obtain the Certificates of Good Health.
- Ensure the completion of the pre-recruitment formalities.
- Prepare Personnel Actions and Letters of Appointments (LOAs).

Administration of Staff Members (SM and Individual Contractors):

- Brief staff members on their entitlements based on the Staff Rules.
- Review and process requests for entitlements and claims; check the authenticity of all the claims (especially medical claims) before forwarding to the Certifying Officer for signature.
- Assist in the review and processing of data pertaining to conditions of service.
- Coordinate with Attendance Unit; raise P.5 in connection with special leave without pay, special leave with full pay, and maternity leave. For Regional Offices, ensure the Monthly Attendance Sheets submitted by the Sections are duly signed with necessary attachments, before forwarding them to Attendance Unit.
- For separating staff members, process the Personnel Payroll clearance on receipt of completed Check-Out form, exit questionnaire, e-PAS, and audited leave records

from Attendance Unit for submission to Finance Section for final pay.

Extension of Appointments:

- Monitor and prepare monthly report of SM's contractual status.
- Follow-up on ePAS registration and ensure that any ePAS problems reported by SM are relayed to the Sections' ePAS Focal Point for solutions.
- Monitor medical classifications and periods of clearance thereof and ensure that those cleared for short periods undergo Periodic Medical Examinations prior to extension of their appointments.
- Prepare and submit request for extension or appointment memoranda to Section Chiefs at least six weeks prior to the expiry of appointments.
- Upon receipt of the recommendation for extension of appointments as well as status of ePAS or Special Reports from Section Chiefs, initiate the extension of appointments.

General

- Provide general office support services; draft and process a variety of correspondence and other communications.
- Set up and maintain reference files and records (electronic and paper).
- Undertake research on a range of Human Resources related issues and assist in the preparation of notes and reports.
- Maintain automated database containing Human Resources related statistics and prepare periodic reports.
- Assist in preparation of necessary documentation for distribution to various offices, departments and overseas offices.
- Perform other duties as assigned by the Supervisor.

Qualifications and Experience:

- **Academic Backgrounds:** High School Diploma complemented by coursework or training in human resources management. A degree in Management or Human Resources is an asset.
- **Relevant working experience:** A minimum of five (5) years of relevant experience, including at least three (3) years in the field of administration, human resources management or other related fields. Previous experience with UN/NGO is an asset.
- **Necessary skills:** Very good computer skills in Word, Excel, Access, PowerPoint and Human Resources databases. Ability to work with minimal supervision. Good sense of confidentiality, impartiality and ability to work under pressure.
- **Language:** Fluency in written and spoken English and Arabic with excellent communication and drafting skills.

Competencies:

- **Professionalism** - Ability to identify clients' needs and provide appropriate solutions.
- **Teamwork** - Strong inter-personal skills and; ability to establish and maintain effective working relations with people in a multi-cultural environment.
- **Accountability** - Take responsibility for all actions and honours commitments.
- **Client Orientation** - Courteous and tactful with the ability to work with people of different backgrounds and respect for diversity.
- **Planning and Organization** - Ability to plan, organize and establish priorities.

- **Communication:** Ability to communicate effectively both orally and in writing.
- **Technology Awareness** – Ability to operate a computer with MS Word, Excel, Access, Power Point and Human Resources Databases.

HOW TO APPLY

Interested applicants should submit their applications together with The United Nations Personal History form ([P-11](#)) or CV, a copy of own Birth Certificate, Sudanese Resident Certificate, national passport Secondary and/or University Diploma and three references from previous employers by ONE of the following methods: (All Applicants **MUST** indicate the **VA No., Post Title and the Preferred Duty Station** of which they are applying, on the Subject line [by email] or on the Envelope [by Mail/by Hand].) e.g. **UNAMID-12-007, Human Resources Assistant, Nyala.**

By e-mail: All applicants are strongly encouraged to apply by e-mail: : UNAMIDVA-NYL@un.org.

By Hand: Deliver to: the UNAMID Regional Offices in: El Fasher, Nyala, Zalingei or El Geneina.

IMPORTANT: Please refer to the **Qualifications and Experience** and **Competencies** sections above and make sure that you are eligible to apply.

In line with the UN policy on gender balance, female candidates are encouraged to apply

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.