



## African Union – United Nations Hybrid Operation in Darfur

### Job Opening

<b>Post Title:</b>	<b>Human Resources Assistant</b>
<b>Post Level:</b>	<b>GL-5</b>
<b>Location:</b>	<b>El Fasher</b>
<b>Job Opening Number:</b>	<b>UNAMID-JO-ELF-17-003</b>
<b>Posting Period:</b>	<b>12 January 2017 – 26 January 2017</b>

### **Organizational Setting and Reporting**

The position is located in El Fasher. The Human Resources Assistant will be reporting to Human Resources Officer.

### **Duties and responsibilities:**

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

#### **Recruitment and placement**

- Assists in reviewing draft job openings ensuring that the evaluation criteria and responsibilities are in line with GJP and standard/individual job descriptions;
- Assists with the review of applicants 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;
- Assists with the scheduling and coordination of assessment of candidates, including written assessments; competitive recruitment examinations and Competency Based Interviews;
- 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.

#### **Administration of entitlements and benefits**

- Advises staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Reviews and maintains time and attendance records of staff, processing leave requests, liaising with Sections and staff in cases of discrepancies;

- Reviews and processes entitlements and benefits related actions in HRIS and ERP;
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters.

### **Performance Management and Staff development**

- Assists with guiding staff on performance management and staff development, monitoring compliance as required;
- Assists in the development of career development programme 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 the specific career needs of staff and make 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**

- Assists with the monitoring of staff related costs and expenditures in ERP and alerts the Supervisor on any projected shortfall;
- Ensures post management is conducted in line with established standard procedures and that Managers and staff are adequately advised and briefed on post related actions;
- Undertakes research on a range of HR related issues and prepares notes/reports;
- Assists with the compilation and preparation of statistical reports on HR related areas;
- 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;
- Initiates required actions with regard to various HR related transactions, including budget and financial transactions concerning HR issues for review by the Supervisor;
- Prepares and drafts written response to queries concerning HR related matters;
- Assists with reviewing and processing requests for classification, advising and answering queries on classification procedures and processes;
- Assists in providing documentation and background materials relating to classification;
- Trains and provides supervision to new and lower-level staff in the unit.
- Performs other duties as required.

### **Qualifications and Experiences:**

#### **Education:**

High school diploma or equivalent is required. Course work/training in human resources are highly desirable. Very good computer skills; knowledge of UN HRIS applications and ERP etc. is an advantage. Good knowledge of and application of UN Staff Rules and Regulations is required.

#### **Experience:**

A minimum of five (5) 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:**

Fluency in written and spoken English and Arabic is required. Knowledge of other local language is an asset.

**Competencies:****Professionalism:**

Substantive experience in, and thorough knowledge of, human resources management, administrative services, database management or related area. Extensive knowledge, regarding the application of human resources, and staff regulations and rules. The skills and ability to analyze and interpret human resources data. Ability to manage processes, maintain accurate records, interpret/analyse a wide variety of data, and identify/resolve data discrepancies and activity problems. Familiarity with all of the unit's business operations and objectives. High degree of commitment to ensure the proper use of the unit's financial resources. 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 area 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 clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**HOW TO APPLY**

Interested applicants should submit their applications together with:

- 1) Cover letter setting out how the qualifications and experience match the requirements of the position
- 2) Completed and signed United Nations Personal History form ([P-11](#))
- 3) A copy of own Birth Certificate, Sudanese Resident Certificate, National passport, Secondary and/or University Diploma, copies of previous employment certificate(s) and three references from previous employers by ONE of the following methods: (All Applicants **MUST** indicate the **job opening number, Post Title and the Duty Station** of which they are applying, on the Subject line [by email] or on the Envelope [by Mail/by Hand].)

**By e-mail:** All applicants are strongly encouraged to apply by e-mail: [unamidjo-elf@un.org](mailto:unamidjo-elf@un.org)

**By Hand:** Deliver to: UNAMID, El Fasher, Super Camp Security main gate

**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**

**WARNING TO APPLICANTS:**

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

**UNAMID does not provide accommodation to locally recruited staff (national Staff), since they are expected to be with commuting distance within the locality of recruitment.**