



African Union - United Nations Hybrid Operation in Darfur

Post Title:	Human Resources Assistant
Post Level:	GL-4
Location:	El Fasher
Temporary Job Opening Number:	UNAMID-TJO-ELF-16-0043
Opening date:	19 October 2016
Job Opening Deadline:	2 November 2016

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

Special Notice

Notes:

- A current staff member who holds a fixed-term appointment may apply for temporary positions no more than one level above his or her current grade.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Organizational Setting and Reporting

This position is temporary and is available up to 30 June 2017. The position is located in the Human Resources Management Section of the Africa Union-United Nations Mission in Darfur (UNAMID), El Fasher. The incumbent will report to the Chief of the Unit, Human Resources and carries out all recruitment, staff development, performance management, administration of entitlement, and other HR related function for both international and national staff in the mission, including the outstations.

Duties and responsibilities:

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

RECRUITMENT AND PLACEMENT

- Assists with the processing recruitment for international and national positions.
- 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.; 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;
- Assist with inductions and administrative arrangements for newly recruited staff. Administration of entitlements and benefits;

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;
- Process, 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;
- Perform 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. 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.
- **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.

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: Fluency in spoken and written English and Arabic is required. Knowledge of another language of the UN is desirable.

Important Consideration for Applicants:

This position is locally recruited. UNAMID will not provide accommodation to locally recruited staff.

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.

HOW TO APPLY

Interested and qualified applicants should submit their application together with the United Nations Personal History form (P.11) and/or CV along with copies of own Birth Certificate, Sudanese Resident Certificate, Academic/University Diploma and previous employment certificates by one of the following methods:

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

By Email: All applicants are strongly encouraged to apply by e-mail: unamidj-elf@un.org

Note: All applicants **must** indicate the JO No., Post Title and Duty Station to which they are applying on the subject line (by email) and/or on the sealed envelope (by hand delivery). E.g. **UNAMID- TJO-ELF-16-0043 Human Resources Assistant, GL-4.**

Please do not submit original certificate(s) with the applications.

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

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.