



## African Union - United Nations Hybrid Operation in Darfur

<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>Temporary Job Opening Number:</b>	<b>UNAMID-TJO-ELF-16-0044</b>
<b>Opening date:</b>	<b>19 October 2016</b>
<b>Job Opening Deadline:</b>	<b>2 November 2016</b>

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. This 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 a Unit/Section, though this may vary depending on the size and complexity of the mission. She/he usually carries out all recruitment, staff development, performance management, administration of entitlements, and other HR related functions for both international and national staff in the mission.

### 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.

### **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. 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 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.**

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**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: [unamidjo-elf@un.org](mailto:unamidjo-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-16-0044 Human Resources Assistant, GL-5.**

**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.**