



**VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/001/16/Re-Ad**

**The United Nations Office for West Africa (UNOWA) is looking for a highly motivated, team player and result oriented person**

**To serve as: Human Resources Assistant**

<b>Title Position</b>	<b>Human Resources Assistant</b>
<b>Number of posts</b>	<b>01</b>
<b>Type of contract</b>	<b>Fixed Term</b>
<b>Category</b>	<b>GS-5</b>
<b>Duty station</b>	<b>Dakar, Senegal</b>
<b>Unit/Section</b>	<b>HUMAN RESOURCES</b>
<b>Issuing date</b>	<b>04/02/2016</b>
<b>Closing date</b>	<b>19/02/2016</b>

The United Nations Office for West Africa (UNOWA) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa. This includes governance, mainstreaming security sector reform into development strategies, defining an integrated sub regional approach to humanitarian, human rights and gender issues, curbing corruption, poverty alleviation, addressing youth unemployment as well as cross-border illicit trafficking and organized crime. These emerging destabilizing issues can be considered as new threats to security.

**Organizational Setting and Reporting Relationships:** This position is located in the Mission Support Unit. The Human Resources Assistant will report to the Human Resources Officer.

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

**Recruitment and placement**

- Assists in reviewing draft job opening ensuring that the evaluation criteria and responsibilities are in line with Generic Job Profile (GJP) and standard/individual job description;
- Assists with the review of applicants to ensure that candidates meet eligibility criteria, including requirements attested in the job opening;
- 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 Human Resources Officer;
- Assists with the scheduling and coordination of assessment of candidates, including written assessment; competitive recruitment examination and Competency based Interview;
- Maintains up to date electronic roster for successful applicants to national category job opening, establishing contact with candidates to update roster;
- Advises staff and selected candidates on visa procedures and requirements.

**Administration of entitlements**

- Advises staff on the application and implementation of Human Resources (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 case of discrepancies;
- Reviews and processes entitlements and benefits related actions in Human Resources Integrated System (HRIS) and Enterprise Resources Planning (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 organization and conduct of training courses and workshops in consultation and coordination with Training Unit;

**Others**

- Assists with the monitoring of staff related cost and expenditures in ERP and alerts the supervisor on any projected shortfall;
- Ensure 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 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 assist him/her in final arrangements;
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondences and other communications;
- Initiates required actions with regards to various HR related transactions, including budget and financial transactions concerning HR issues for review by the supervisor;
- Prepares and drafts written responses to queries concerning HR related matters;
- Assists in providing documentation and background materials relating to classification;

**Work implies frequent interaction with the following:**

- Human resources and administrative officers and staff in Headquarters and missions.
- Staff at large.
- Staff within work unit
- External candidates.

**Results Expected:**

Provide reliable research, administrative and general office support services. Processes work and requisite follow-up with minimal supervision, seeking advice from and/or reporting to supervisor as needed. Ensures the accuracy and completeness of documentation submitted by candidates, staff and offices. Accurately prepares reports. Consistently applies appropriate Staff Rules and Regulations, ST/SGBs, ST/AIs, ST/ICs, Human Resources Handbook and other approved standard operating procedures. Liaises and interacts effectively and in a timely manner with colleagues and concerned parties internally and externally.



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**Competencies:**

**Professionalism:** Knowledge of the human resources policies, procedures and practices and ability to 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning & 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.

**Qualifications:**

**Education:** High school diploma or equivalent. 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 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:** English and French are the working languages of the United Nations Secretariat. Fluency in English or French (both oral written) is required; knowledge of other language is desirable.

**Application:**

This announcement is available on UNOWA Websites: [www.unowa.unmissions.org](http://www.unowa.unmissions.org)

Applicants meeting the above qualifications are requested to submit the following only:

- Motivation letter
- Completed P-11 form (please note that the P11- Form is available on UNOWA Website)
- Copy of Diplomas and Degrees



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- Certificate of National Identity or work authorization from Senegalese authorities

Please send your application by e-mail at [unowa-cnmc-hr@un.org](mailto:unowa-cnmc-hr@un.org) with reference to the title of the position: Human Resources Assistant, *VA#UNOWA/HRS/VA/001/16-Re-Ad* no later than 19 February 2016

Please note that only short-listed candidates will be contacted.

**Assessment Method:**

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.