
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level: **HUMAN RESOURCES ASSISTANT, GS-5**

Department/Office: **UN MISSION IN COLOMBIA/HUMAN RESOURCES**

Location: **BOGOTA, COLOMBIA**

Posting Period: **22 – 29 July 2016**

Job Opening Number: **MC-NJO-2016-032**

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organizational Setting and Reporting:

This position is located in the Office of Mission Support of the Misión de las Naciones Unidas en Colombia located in Bogota.

Responsibilities

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

Recruitment and placement

- Researches and provides accurate information to Human Resources Officers and Senior Managers on human resources staffing issues, assisting in the timely filling of vacancies by facilitating the selection of highly qualified candidates to meet the operational and substantive requirements of the Organization;
- Reviews job openings ensuring that the evaluation criteria and responsibilities are in line with the approved or classified documents.
- Reviews and determines eligibility of applicants in line with requirements stated in the job openings;
- Initiates and follows-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities,

calculating salaries and related benefits, and preparing and dispatching offers of appointment and Statement of Emoluments;

- Provides inputs into development of HR policies and procedures on Staff Selection and recruitment: Plans, schedules and coordinates written assessments and competitive recruitment examinations. Advises staff and selected candidates on visa procedures and requirements;

Administration of entitlements and benefits

- Interprets, explains and administers entitlements and benefits in line with conditions of service, staff regulations and rules; ;Provides advice, guidance and information to management and staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Reviews and processes entitlements and benefits related actions in HRIS/ERP, making appropriate recommendations where exception is required.
- Supervises and monitors the work of Human Resources Assistants in carrying out all human resources administrative transactions including processing of appointments and preparation of personnel actions;
- Monitors issues on conditions of service of staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters.

Planning and Budget

- Participates in the mission planning process throughout the mission lifecycle by preparing documentation and data as well as initial reviews on staffing requirements and organizational structure;
- Assists with the review of recommendations resulting from staffing reviews and translates them into staffing requirements for purpose of budget preparation;
- Reviews the budget drafts of mission's sections and ensures that data and actions asked for in the FPD guidelines on budget review are provided by HR assistants and the sections of missions for review and reflection in the budget draft.
- Assists in reviewing and processing requests for classification, providing advice on classification procedures and processes; Assists in providing documentation and background materials relating to classification of posts.
- Constantly reviews and monitors staffing related costs and expenditures in ERP in line with funds allotment, ensuring that funds for staffing costs

are available, and where necessary alerts Human Resources Officer to follow up with Finance and Budget Office to deploy funds to meet any shortfall;

- Ensures that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget Units at both the mission and Headquarter levels to ensure availability of funds;
- Advises hiring managers on loaning of posts between sections and movement of posts and staff between locations based on the SOP on Staffing table and Post Management, ensuring the integrity of the staffing table as approved in the budget without discrepancy in sections and locations.

Staff development and career support

- Assists in the development of career development programmes 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 specific career needs of staff and makes 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.

General

- Supervises the maintenance of automated databases and the centralized reference and filing systems.
- Undertakes research on a range of HR related issues and prepares notes/reports.
- Conducts research on precedents, policy rulings and procedures.
- Supervises compilation and preparation of statistical reports on HR related issues.
- 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; performs budget preparation input monitoring and implementation in HRIS/ERP, etc.; sets up and maintains files/records (electronic and paper); schedules appointments/meetings, monitors deadlines, etc.
- Prepares written response to queries concerning HR related matters.
- Trains and provides supervision to new and lower-level staff in the unit.

- Performs other duties as required.

Competencies:

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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.

Education:

A high school diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

Experience:

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in Spanish (both oral and written) is required. Knowledge of English is desirable.

Evaluation

The evaluation of qualified candidates includes a technical test followed by an interview based on the competencies described above.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.