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## **JOB POSTING DETAILS**

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<b>Posting Title:</b>	<b>Human Resources Assistant, GL-6</b>
<b>Job Code Title:</b>	<b>Human Resources Assistant</b>
<b>Opening Number:</b>	<b>UNMHA-2022-NJO-008</b>
<b>Department/Office:</b>	<b>United Nations Mission to Support the Hudaydah Agreement (UNMHA)</b>
<b>Location:</b>	<b>Hodeidah, Yemen</b>
<b>Type of Contract:</b>	<b>Fixed-Term</b>
<b>Duration of Contract:</b>	<b>One (1) year</b>
<b>Posting period:</b>	<b>8-25 August 2022</b>

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

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**Special Notice:**

This position is being advertised for a duration of One Year. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**Org. Setting and Reporting:**

This position is located in the Human Resources Section of the Office of the United Nations Mission in support of the Hodiedah Agreement. The Human Resources Assistant will report to the Human Resources Officer (HRO).

## **Responsibilities:**

Under the overall direction of the HRO and within limits of delegated authority, the Human Resources Assistant will be responsible for performing the following duties:

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

- Explains and administers entitlements and benefits in line with conditions of service, staff regulations and rules;
- Provides advice, guidance and information to management, staff and non-staff (IUP/observers, Individual Contractors, Consultants) on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Reviews entitlements and benefits processed in ERP, making appropriate recommendations where exception may be required;
- Monitors issues on conditions of service of staff and non-staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters.
- Assists with on-boarding of staff and non-staff and ensures all necessary administrative actions and forms are timely completed;
- Monitors Time and Attendance accuracy and compliance as applicable to entitlements (Rest and Recuperation, Danger Pay, Official Business Travel entitlements, Rental deduction);
- Assists with reconciliation of Official Business Travel open items and perform Travel Administrator actions for non-staff.

### **Recruitment and placement:**

- Researches and provides accurate information to the CHRO and Senior Managers on human resources staffing issues;
- Assists 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;
- Plans, schedules and coordinates written assessments and recruitment examinations;
- Advises staff and selected candidates on visa procedures and requirements;
- Maintains vacancy announcement files and tracks status of job openings;
- Coordinates with Offices, Service Centre, entity stakeholders and selected candidates on travel arrangements, visa matters and shipment of personal effects

### **Planning and Budget**

Assists the supervisor 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 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;
- Review open items as related to Official Business Travels, Individual Contractors and Consultants contracts;
- Ensures that expenditures related to staffing are within the budgeted staffing costs, and where necessary alerts Human Resources Officer;
- 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;

### **Other:**

- Responsible for updating all monitoring and tracking reports of HR activities;
- Updates and maintains automated databases and the centralized reference and filing systems;
- Undertakes research on a range of HR related issues and prepares notes/reports;
- Undertakes 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;
- Sets up and maintains files/records (electronic and paper). Prepares written response to queries concerning HR related matters;
- Performs other duties as required.

### **Competencies:**

**Professionalism:** Knowledge of human resources policies, procedures and practices and ability to interpret and 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. 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.

**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.

### **Education:**

- High School diploma or equivalent is required. Sound knowledge of, and experience in the application of UN Staff Rules and Regulations is required Training / certification in human resources is desirable.
- Strong computer skills, in particular knowledge of UN HR applications such as, Inspira, Umoja etc. is desirable.

### **Work Experience:**

- A minimum of seven (7) 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.
- Prior experience using UN Human Resource Management Systems such as Inspira, Umoja, FSS or an SAP software is desirable.
- Experience advising clients on human resources policies is desirable.
- Experience contributing to business process improvement initiatives is desirable.

### **United Nations Considerations:**

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.

**No Fee:**

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

**Languages:**

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

**Assessment Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

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