
JOB POSTING DETAILS

Posting Title:	Human Resources Assistant, GL-5
Job Code Title:	Human Resources Assistant
Opening Number:	UNMHA- 2021-NJO-24
Department/Office:	United Nations Mission to Support the Hudaydah Agreement (UNMHA)
Location:	Hudaydah, Yemen
Type of Contract:	Fixed Term Appointment
Duration of Contract:	One year
Posting period:	21 September – 5 October 2021

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

Special Notice:

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 Human Resources Unit of the United Nations Mission to Support the Hudaydah Agreement (UNMHA) in Hudaydah. The Human Resources Assistant will report to the Human Resources Officer (HRO).

Responsibilities:

Within the 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 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;
- 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;
- 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;
- 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.

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. Course work/training in human resources are desirable. Very good computer skills; knowledge of UN HRIS applications and ERP etc. is desirable. Good knowledge of and application of UN Staff Rules and Regulations is required.

Work 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

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.

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.