

ADVERTISEMENT

United Nations Military Observer Group in India and Pakistan (UNMOGIP) JOB OPENING- Human Resources Assistant, GL-6 ISLAMABAD

Issuance Date: 21 November 2021

Deadline Date: 05 December 2021

Type of contract: Fixed Term Appointment

Department: Human Resources Section (UNMOGIP)

Title: Human Resources Assistant

Grade: GL-6

Duty Station: Islamabad, Pakistan

Org. Setting and Reporting:

The position is located in the Office of Human Resources in the United Nations Military Observer Group in India and Pakistan (UNMOGIP). The Human Resources Assistant perform the duties under the direct and overall supervision of the Chief Human Resources Officer. Within delegated authority, the Human Resources Assistant will be responsible for the following duties:

Main Duties and Responsibilities:

Recruitment and placement

- Participates in the selection of candidates for secretarial, clerical and related categories positions; including evaluating and screening applications of such candidates, preparing profiles of candidates, and conducting preliminary interviews, and conducting roster searches for vacancies and identifying short-lists of candidates.
- Assists in the filling of posts for all categories, including initiating and following-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.
- Assists in organizing and coordinating competitive recruitment examinations.
- Oversees the maintenance of vacancy announcement files and tracking status of vacancy announcements.
- Reviews and processes personnel actions through UMOJA ERP/SAP system.

Administration of entitlements of staff and military observers

- Reviews and processes requests for entitlements and claims.
- Maintain UMOJA ERP/SAP entitlements reference tables.

Staff development and career support training

- Assists in the organization and conducts of training courses and workshops.
- Provides logistics and administrative support to trainers.

Classification

- Assists in reviewing and processing requests for classification.
- Provides advice and answers general queries on classification procedures and processes.

General

- Conducts exit interviews for separating staff and assists him/her in final arrangements.
- Maintains HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports.
- Undertakes research on a range of HR related issues and assists in the preparation of notes/reports.
- 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 UMOJA ERP/SAP system, 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.

Work implies frequent interaction with the following:

Human resources and administrative officers and staff in the mission.

Staff at large.

Staff within work unit

External candidates.

Results Expected:

Provides reliable research and administrative support. Demonstrates understanding of the context of issues in assigned area, and increases independence in processing of work and follow-up actions. Demonstrates initiative in the identification and resolution of issues/problems. Under general guidance, organizes and puts together accurate reports, records and/or data. Consistently applies appropriate policies, rules, guidelines, procedures, and practices. Effectively organizes and supervises the work of lower-level staff.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to

appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education:

High school diploma or equivalent.

Experience:

At least 7 years of progressively responsible experience in human resources management, administrative services or related area. Experience in ERP/SAP system is highly desirable and will be an added advantage.

Language:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Assessment:

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

Closing date: 05 December 2021

Applicants must apply by completing UN Personal History Profile (PHP) and forward your completed UN PHP application together with cover letter to unmogip2@un.org, Only applications received on the PHP format by the closing date will be accepted.

Please complete the UN Personal History Profile (PHP) on INSPIRA at <https://inspira.un.org/>.

Instructions on completing the PHP are available in below link.

https://unmogip.unmissions.org/sites/default/files/instructions_on_how_to_create_php_in_inspira.pdf

Qualified female candidates are strongly encouraged to apply.

United Nations Considerations:

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation,

when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

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.