



Kuwait Joint Support Office

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	KJSO/003/2016	Deadline	16 May 2016
Post Title	Human Resources Assistant	Level	GL-5
Organizational Unit	Human Resources Section	Location	KJSO, Kuwait
VA Date:	02 May 2016		

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Human Resources Operations Manager (HROM) and the direct supervision of the Human Resources Officer, the incumbent will be responsible for the following duties:

Recruitment and Placement:

- Review selection recommendations submitted by Hiring Managers to ensure adherence to recruitment process;
- Liaise with candidates to submit the required documents, prepare, send and monitor reference checks relating to education and work experience prior to employment;
- Prepare recommendation of grade and level, letter of offer and required documents for entry medical examination. Brief newly arrived staff members regarding entitlements.

Entitlement and Benefits:

- Monitor appointment status and prepare various personnel actions, process dependency allowance, maternity leave, paternity leave, special leave and medical insurance plan enrolment by verifying the documents submitted by the staff member;
- Process separation documents and initiate final settlement actions upon staff member's separation from service.

Time and Attendance:

- Maintain attendance records and ensure accurate leave balances for staff, verify propriety of rest & recuperation, annual leave, home leave, family visit travel requests;
- Analyze individual cases referring to the relevant provisions of the administrative instructions, rules and regulations and provide written support and guidance to the staff members;
- Liaise closely with the client departments to process and facilitate payments and on administering sick leave/medevac cases, compensatory time off requests;
- Review and process documentation for calculation of danger pay and R & R payments.

HR Business Partner Role (All) in UMOJA:

- Create request in employee self-service (ESS) on behalf of staff/non-staff through UMOJA Portal, approve self-service request initiated by employees, search and submit request for creating index number when necessary; perform actions on onboarding, contract renewals/extensions, permanent/temporary movements, separation;
- Perform actions on employee entitlements: assignment grant, education grant advance, education grant claims, recovery of advance, language benefit, maintain family status, mobility and non-removal element, relocation grant, repatriation grant, rental subsidy;
- Perform actions on time processes: Maternity leave, special leave, sick leave, family visit and home leave travel, rest & recuperation (R& R) and paternity leave recording,

disability, create employee self-service request or record absence/attendance on behalf of employees, view team calendar and absence of balances of employees, monitor time and attendance for staff including danger pay;

- Perform actions on benefits processes: special leave without pay(SLWOP), claims under appendix D and MAIP;
- Perform actions on payroll processes: process and confirm payroll, claims processing and overpayments;
- Perform requesting and managing services for consultants and individual contractors: Process shopping carts and purchase orders, issue contracts, review and approve service entry sheets for consultants & individual contractors' fee payment.

Other Duties:

- Interact with staff seeking information or services on human resources related issues;
- Provide administrative support to the recruitment panels and acts as an ex-officio panel member of the panel;
- Draft and/or process a variety of correspondence and other communications;
- Maintain human resources related statistics and prepare periodic reports as required;
- Maintain human resources records both in hard and soft copy formats;
- Perform other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school or equivalent diploma, plus a combination of relevant certification/diploma or other academic qualifications or training in human resources, business administration or related fields. University degree is an asset.

Experience: At least five (5) years relevant experience in human resources and or general office or administrative work in an international/national organization. Experience in enterprise resources planning (ERP) systems will be an advantage.

Languages: A good command of written and spoken English is essential. Knowledge of Arabic is an asset.

Other Skills: Familiarity with relevant computer applications (Ms Word, Excel, Power point).

UN CORE VALUES AND COMPETENCIES

Professionalism: Demonstrated technical knowledge of human resources management. Ability to maintain accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Practices discretion and observes confidentiality. 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.

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.

Communication: Speaks and write clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Ask questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style, and format to match the audience; Demonstrate openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honors commitments, delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules;

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 a client informed of progress or setbacks in projects; Meets timeline for delivery of product or services to client.

APPLICATIONS

Interested candidates should complete the attached United Nations Personal History form (P.11) and forward it electronically at the following e-mail address: **kjso-hr-national@un.org**

Incomplete P.11s will not be processed. Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications.

Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates. Incomplete P.11s will not be processed. Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications. Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.