

UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSO)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN ONLY TO SOMALI NATIONALS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

READVERTISEMENT

PLEASE NOTE

VACANCY ANNOUNCEMENT NUMBER: UNSOS/HR/018/2016 HAS BEEN CANCELLED AND REPLACED BY THIS ONE

DEADLINE FOR APPLICATIONS:	08 DECEMBER 2016
DATE OF ISSUANCE:	25 NOVEMBER 2016
FUNCTIONAL TITLE:	HUMAN RESOURCES ASSISTANT
LEVEL:	INDIVIDUAL CONTRACTOR (NATIONAL)
SECTION:	HUMAN RESOURCES
LOCATION:	MOGADISHU
DURATION OF CONTRACT:	1-9 Months
VACANCY ANNOUNCEMENT NUMBER:	UNSO/HR/019/2016

Special Notice

Interested applicants who are working with UNSOS/UNSOM Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships; Within the delegated authority of the Chief of Human Resources Officer, the Human Resources Assistant will be responsible for the following duties:

- Provides general office support services: processes, drafts and finalizes for signature/approval, a variety of correspondence and other communications: sets up and maintains files and electronic and paper); schedules appointments/meetings, monitors deadlines, etc.
- Undertakes and prepares notes/reports.
- Compilation and preparation of statistical reports on HR related issues.
- Assist with time and attendance and verify monthly time and attendance records.
- Performs a variety of administrative duties (e.g. leave records, request for office supplies and equipment).
- Enters, and maintains electronic information systems.

General Administration

- Drafts routine correspondence.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Performs other related administrative duties, as required, e.g., operational travel programme and monitoring.

Competencies

- **Professionalism:** 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 organizations 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 does 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.

Qualifications

Education: High school diploma or equivalent is required. Certificate/Diploma in Human resources. Management will be an added advantage. A first-level university degree in combination with qualifying experience may be accepted as one year of experience.

Experience: A minimum of two to three (2 to 3) years of progressively responsible relevant experience in human resources or administration. Previous experience with peacekeeping and/or International mission is an asset.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required.

Skills: Literacy in MS Office with particular focus in Excel.

Assessment: May include a substantive assessment which will be followed by a competency based interview.

How to Apply:

Qualified candidates may submit their applications including their **United Nations Personal History form (P.11)** to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **08 DECEMBER 2016** will not be accepted. **CVs will not be accepted.**

Email: recruitment-unsoa@un.org

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail
A copy of P11 to be attached.**

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.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).