



UNITED NATIONS SUPPORT OFFICE IN SOMALIA

(UNSOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS:	06 AUGUST 2019
DATE OF ISSUANCE:	24 JULY 2019
FUNCTIONAL TITLE:	HUMAN RESOURCES ASSISTANT
LEVEL:	GL-6
SECTION:	HUMAN RESOURCES
LOCATION:	NAIROBI
DURATION OF CONTRACT:	FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/HR/028/2019

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

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

Organizational Setting and Reporting Relationships:

This position located in Nairobi within the United Nations Support Office in Somalia (UNSOS), in Human Resources Section. The incumbent at this level usually reports to Senior Recruiters, with a second reporting line to the Deputy Chief Human Resources Section.

Responsibilities:

Within the delegated authority, the Human Resources Assistant will be responsible for the following duties:

Recruitment and placement

- Researches and provides accurate information to Human Resources Officers and Senior Managers on human resources staffing issues, assisting 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 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.
- Initiates and follows-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.
- Provides inputs into development of HR policies and procedures on staff selection and recruitment: Plans, schedules and coordinates written assessments and competitive recruitment examinations. Advises staff and selected candidates on Visa procedures and requirements.
- Reviews job openings for Consultants and Individual Contractors (CICs) ensuring that the evaluation criteria and responsibilities are in line with the approved TOR, including onboarding and administration of contracts.

Planning and Budget

- Assists in reviewing and processing requests for classification, providing advice on classification procedures and processes.
- 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

- Assist 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.

General

- Supervises the maintenance of automated databases and the centralized reference and Mission Review Panel (MRP) Database
- Undertakes research on a range of HR related issues and prepares notes/reports
- Conducts research on precedents, policy rulings and procedures
- Supervises compilation and preparation of statistical reports on HR related issues monthly reports.

Competencies:

- **Professionalism:** Knowledge of the Human Resources recruitment policies, procedures and practices and ability to 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.
- **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& 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.
- **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 is required. Course work/training in human resources are highly desirable.

Experience: Minimum of seven (07) years of progressively, responsible experience in Human Resources Management, Administration or related area is required, of which five (05) years in the field of recruitment is desirable.

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.

Skills/Other: High level of computer proficiency, including excel, knowledge of UN HRIS applications, UMOJA and Inspira is an advantage. Good knowledge of and application of UN Staff Rules and Regulations is required.

Assessment Method Evaluation of qualified candidates for this position 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 Profile (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **06 August 2019** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

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).