



**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 : 10 SEPTEMBER 2021**  
**DATE OF ISSUANCE : 11 AUGUST 2021**  
**FUNCTIONAL TITLE : ASSOCIATE HUMAN RESOURCES OFFICER**  
**LEVEL : NO-B**  
**SECTION : HUMAN RESOURCES SECTION**  
**LOCATION : NAIROBI**  
**DURATION OF CONTRACT : ONE (01) YEAR FIXED-TERM APPOINTMENT**  
**VACANCY ANNOUNCEMENT NUMBER : UNSOS/HR/014/2021**

**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 in order 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 as UN 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:**

This position is located in the United Nations Support Office in Somalia (UNSOS) within the Specialist Support Unit of the Human Resources Section. The incumbent will be based in Nairobi and reports to Human Resources Officer/Chief of Unit, Specialist Support.

**Responsibilities:**

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

**Recruitment and Staff Selection:**

- Provides support in the management of recruitment process including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening of candidates.
- Support with the review of job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with Generic Job Profiles and Standard Requisitions.
- Assists in the preliminary review, prepares, and submits recruitment cases to (Field) Central Review Bodies.
- Arranges and conducts interviews for selection of candidates.

- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and providing inputs on new procedures on recruitment and staff selection.
- Plans, organizes, and administers the National Competitive Examinations, G to P Examinations, Language professional examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.

**Administration of entitlements and Benefits:**

- Advises the Head on the development and implementation of United Nations policies and practices on entitlements.
- Provides advice to managers and staff on human resources related matters.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Evaluates the effectiveness of related guidelines, HR rules, regulations practices and procedures, and recommends revisions to the CHRO, where necessary.

**Planning and Budget:**

- Supports the mission planning process throughout the mission lifecycle by conducting reviews and analysis for determining on the staffing requirements and organizational structure.
- Assist with the review of recommendations resulting from staffing reviews and translates them into staffing requirements for purpose of budget preparation.
- Conducts initial review and analysis on the staffing aspects of the mission's budget based on the guidelines.
- Reviews staffing related costs and expenditures in UMOJA in line with funds allotment, ensuring that funds for staffing costs are available, and where necessary alerts Human Resources Officers to follow up with Finance and Budget Office to deploy funds to meet any shortfall.
- Assists the Supervisor in ensuring that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget Units at both the mission and Headquarter levels to ensure availability of funds.
- Advises hiring managers on loaning of posts between sections and movement of posts and staff between locations based on the Standard Operating Procedures on Staffing Table and Post Management, ensuring the integrity of the staffing table as approved in the budget without discrepancy in sections and locations.
- Assists in reviewing and processing requests for classification, providing advise and answering queries on classification procedures.

**Performance Management:**

- Assists the mission in the implementation of the performance appraisal system and monitor its compliance with the proper implementation of the performance management system, providing guidance and substantive support to mission components on standards for the development of service, section, unit, and individual work plans.
- Maintains contacts with the Integrated Mission Training Center to organize training/orientation programmes in performance management and supervisory skills as well as work plans.

- Gathers data on full compliance of ePerformance and provides input to the establishment of Management Review Committee and Joint Monitoring Committee and Rebuttal Panel and acts as their facilitator and ex-officio member.
- Provides advice to staff and managers in cases of underperformance and facilitates the implementation of a Performance Improvement Plan (PIP) or other remedial measures, when required.

#### **Staff Development:**

- Researches and identifies training opportunities for HR staff as well as staff in general and plans and prepares the mission training budget in coordination with the integrated training service.
- Assists with the development of training programmes staff, in coordination with the integrated training service, giving particular attention to developing and implementing career development paths for national staff members.
- Assists with the assessment of skills, expertise and knowledge requirements of human resources staff, contributing to the designing of individual on-the-job and group training programmes on specific subject matters in the area of human resources management, including in the use of Human Resources Information Systems.

#### **Administration of Justice:**

- Compiles the mission's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system.
- Provides inputs to efforts and measures aimed at addressing and mitigating staff grievances with the purpose of resolving them at the lowest practical level.
- Assists with the development of preventive activities such as training and sharing best practices and recent jurisprudence related to human resources management.

#### **Staff and Management Relations:**

- Provides inputs on various HR matters for purpose of discussions and dialogue between the management and international and national staff unions (i.e. Field Staff and National Staff Unions).
- Participates in meetings with staff representatives to address issues affecting the staff and coordinate the quarterly meetings with the Head of the Mission and Director/Chief of Mission Support.
- Assists the Supervisor, as necessary on general, or specific meetings for the staff on issues such as mandate implementation, status of HR reforms and other organizational change initiatives etc.

#### **Other:**

- Assists in the development of a set of actionable and targeted change management plans, including coaching and training in order to implement these responsibilities and reports on possible gaps and risks and recommends corrective action.
- Assists with the development of a communication strategy with a dedicated intranet page on HR issues and regular formal and informal meetings.
- Assists in reviewing and processing requests for classification, providing advice and answering queries on classification procedures and processes.
- Conducts research on precedents, policy rulings and procedures.
- Maintains human resources information systems, including constant update and generation of information and reports for use by management.

- Assists with the development, implementation and periodic review of a strategy and programmes for the HR Section's outreach to its clients.
- Performs other duties as required.

### **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.

**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.

**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.

### **Qualification and Experience:**

**Education:** Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education, or related field. A first-level university degree in combination with two years of additional experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of two years of progressively responsible experience in human resources management, administration, or related area.

**Language:** Fluency in English (both oral and written) 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 P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **10 September 2021** will not be accepted. **Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.**

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

Kindly attach a copy of University Degree, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility.

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).**