



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSO)**

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

<b>DEADLINE FOR APPLICATIONS:</b>	<b>08 JULY 2018</b>
<b>DATE OF ISSUANCE:</b>	<b>02 JULY 2018</b>
<b>FUNCTIONAL TITLE:</b>	<b>HUMAN RESOURCE ASSISTANT</b>
<b>LEVEL:</b>	<b>GL-4</b>
<b>SECTION:</b>	<b>HUMAN RESOURCES</b>
<b>LOCATION:</b>	<b>MOGADISHU</b>
<b>DURATION OF CONTRACT:</b>	<b>TEMPORARY APPOINTMENT</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSO/HRM/030/2018</b>

**Special Notice**

This is a Temporary Job Opening (TJO). The duration of a Temporary Appointment against this TJO may not exceed 364 days but would be contingent upon the availability of the position and availability of funds. The Temporary Appointment is on a local basis. The candidate is responsible for any travel-related expenses incurred to assume the appointment. Applications should be submitted online and applicants are strongly encouraged to apply as soon as possible after the job opening has been posted and in ample time 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 is located in the Human Resources Management Section (HRMS), duty station Mogadishu. Under the overall guidance of the Human Resources Officer, the incumbent will work and liaise with the Human Resources Focal Points in the Client Support Unit.

**Duties and Responsibilities**

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

**Recruitment and placement;**

- Assists with certain aspects of the recruitment for international and national positions, including review of applications to ensure that candidates meet eligibility criteria, including requirements stated in the job openings.
- Initiates and follows-up on reference checks, in respect of academic verifications and employment records, ensuring the completion of the pre-recruitment formalities.
- Initiates and prepares offer of appointment, advises staff and selected candidates on visa procedures and requirements.
- Assists with inductions and administrative arrangements for newly recruited staff.

**Administration of entitlements and benefits;**

- Reviews and maintains time and attendance records of staff, guided by approved leave requests, travel requests and MOPs, to facilitate accurate entries and proper processing of danger pay deductions in Umoja for international staff;
- Processes recommendations of contracts extensions for staff, liaising with the HR Focal Points, and assist in follow-up as necessary; including uploading the same in COSMOS for action by RSCE;
- Maintains documents, as appropriate, for the official status files for international and national staff in the client missions.
- Processes entitlements and benefits related actions in Umoja under the guidance of the HR Focal Points;

- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments.
- Prepares and drafts statistical reports, memorandum and faxes for review by the HR Focal Points and the Human Resources Officer.

**Others;**

- Maintains the Client Support Daily Service Catalogue and ensures all services requests are logged under the appropriate category;
- Prepares Employment Certificates at the request of staff members and other categories of personnel, in consultation with HR Focal Points.
- Ensures documentation for non-staff categories (UNLP/ID) who have no contractual relationship with UNSOS or UNSOM, secured and kept on file in CSU.
- Assists to create Profiles in FSS for new staff members and other non-staff categories under the guidance of international HR Focal Point.
- Follows up with staff members on pending Check-In/Check-Out and ensure 100% completion;
- Reviews staff member UNLP Applications to ensure use of correct application form, adherence to photo specifications and completeness of the form, prior to submission to HR Focal Point for data verification;
- Prepares the Weekly Valise transmitting UNLP applications and other documents to CSU team Nairobi for relevant action, including filing;
- Prepares Notes Verbale and Routing Slips to UNSOS Director as required, liaising with the HR Focal Points and the Human Resources Officer.
- Assists with the compilation and preparation of statistical reports on HR related areas.
- Prepares Check-out memos and assists with the communication to separating staff on exit interviews and assists them with final arrangements.
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications; Prepares and drafts written response to queries concerning HR related matters.
- Performs any other duties as requested by HR Focal Points or the HR Officers within HRMS.

**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.

**Qualifications:**

**Education:** High school diploma or equivalent is required. Course work/training in human resources are highly desirable. Very good computer skills, knowledge of UN HR applications and the ERP systems is an advantage. Good knowledge of UN Staff Rules and Regulations is required.

**Experience:** A minimum of two (02) years of progressively responsible experience in human resources management, administrative services or related areas is required. Experience in application of UN Staff Rules and Regulations in operational environment is desirable, including administration of a broad range of entitlements of benefits.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this post fluency in English (both oral and written) is required. Knowledge of local language is desirable.

**Method of Evaluation:** 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 form (P.11) 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 **July 8, 2018** not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

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

**Kindly attach a copy of P11, High School Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.**

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).