



OFFICE OF THE UNITED NATIONS SPECIAL COORDINATOR FOR THE MIDDLE EAST PEACE PROCESS
(UNSCO)

Temporary Job Opening

Vacancy Number:	22/001
Deadline for Application:	07 February 2022
Date of Issuance:	31 January 2022
Position Titles:	Human Resources Assistant
Position Level:	G-6
Position Number:	30912986
Duty Station:	Jerusalem

Qualified Female Candidates are strongly encouraged to apply*

This is a temporary vacancy available from 24 March 2022 through 23 September 2022 with a possibility of an extension.

Organizational Setting and Reporting

This position is located in the Human Resources Unit of the Office of the Chief of Mission Support of the Office of the Special Coordinator for the Middle East Peace Process (UNSCO). The Human Resources Assistant reports to the Chief of Human Resources Unit.

Responsibilities

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

Recruitment and placement

- Research and provide accurate information to the supervisor and Hiring Managers (HMs) on HR staffing issues, assisting in the timely filling of vacancies by facilitating the recruitment process and selection;
- Assist HMs in building Job Openings (JOs), reviews JOs ensuring that the evaluation criteria and responsibilities are in line with the approved or classified documents;
- Review and determine eligibility of applicants in line with requirements stated in the JOs;
- Plan, schedule and coordinate written assessments and competitive recruitment examinations
- Facilitate onboarding of the selected candidates by initiating and following-up on reference checks and academic verifications, ensuring completion of pre-recruitment formalities, calculating salaries and related benefits, and preparing offers of appointment;
- Maintain digital recruitment files, track the progress of recruitment, and update managers on necessary actions
- Provide guidance and advice to Hiring Managers on recruitment procedures.
- Provide inputs into development of HR policies and recruitment and selection procedures;

Administration of contracts, entitlements and benefits

- Interpret, explain and administer entitlements and benefits in line with staff regulations and rules;
- Provide advice, guidance and information to management and staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Review and process entitlements and benefits related actions in Umoja, making appropriate recommendations where exception is required.
- Conduct research and prepare written responses to queries related to HR matters.

Planning and Budget

- Assist the supervisor in the mission planning process by preparing documentation and data as well as initial reviews on 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;
- Assist in reviewing and processing requests for classification
- Provide advice on classification procedures and processes;
- Assist in providing documentation and background materials relating to classification of posts.
- Advise 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 development of career development programs to support staff members' career needs;
- Assist in the organization and conduct of training courses and workshops in consultation and coordination with Training Unit;
- Research on specific career needs of staff and makes appropriate recommendations and staff development plans in line with the HR work-plan;

General

- Set up and maintain files/record (digital and paper) and centralized reference/filing systems.
- Research on a range of HR related issues and prepares notes/reports.
- Conduct exit interviews for separating staff and assists them in final arrangements.
- Provide general office support services; process, draft, edit, proofread and finalize for signature/approval, a variety of correspondence and other communications; perform budget preparation input monitoring and implementation in Umoja, etc.; schedule appointments/meetings, monitors deadlines, etc.
- Prepare written response to queries concerning HR related matters.
- Train and provide supervision to new and lower-level staff in the unit.
- Backstop for the Chief of HR Unit during her/his absence
- Backstop for the Travel Assistant during her/his absence
- Administer and process contracts for Individual Contractors
- Perform other duties as required.

Competencies

- **Professionalism:** Knowledge of human resources policies, procedures and practices and ability to interpret and 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.
- **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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.

Education:

High school diploma or equivalent is required.

Work Experience:

A minimum of seven (7) years of experience in Human Resources Management, Administrative Services or related area is required. At least two (2) years of experience working in Human Resources in a UN Secretariat Entity is highly desirable. Work experience with an ERP system, such as Umoja or similar is required. Experience as HR Partner in Umoja is desirable. Experience in application of the UN Staff Rules and Regulations, including administration of a broad range of entitlements and benefits, is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Working knowledge of Arabic and/or Hebrew is desirable.

Other:

Proficiency in various MS Office applications (Outlook, formatting functions of Excel and Word) and other IT applications is required.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Note to applicants:

- **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**
- **ONLY APPLICATIONS SUBMITTED THROUGH EMAIL unscova@un.org WILL BE CONSIDERED**
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**

How to Apply. Applications that do not comply with the below standards will not be considered:

- UNSCO Jobs page <https://unscounmissions.org/jobs> includes all current Job Openings (JOs).
- To start the application process, applicants must download a [Personal History "P.11"](#) form. **Any other form of application will not be accepted.**
- Once downloaded, complete, save your Personal History Form (P.11) and e-mail it to unscova@un.org. All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license as indicated in the JO as a requirement or a desirable.
- Include a written cover-page application.
- Indicate the JO number on the subject heading in your email.
- **Internal candidates** are required to attach two latest Performance Evaluation Documents (ePAS).
- **External candidates and UN staff from agencies** are required to attach latest two Performance Evaluation Reports if applicable.
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified accordingly.

United Nations Considerations

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

At your interview

To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

More information on competency-based interviews at <https://careers.un.org>