

Posting Title : HUMAN RESOURCES ASSISTANT, G5  
Job Code Title : HUMAN RESOURCES ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 9 May 2023-7 June 2023  
Job Opening number : 23-Human Resources-UNIFIL-207961-R-NAQOURA (M)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This position is located in the Specialist Support Unit, Human Resources Section (HRS), United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report directly to the Unit Chief ,Special Support Unit.

### **Responsibilities**

Recruitment and placement: • Assists in reviewing draft job openings ensuring that the evaluation criteria and responsibilities are in line with individual job descriptions; • Assists with the review of applicants 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, including Statement of Emoluments, for review by the Human Resources Officer; • Assists with the scheduling and coordination of assessment of candidates, including written assessments; competitive recruitment examinations and Competency Based Interviews; • Maintains up to date electronic roster for successful applicants to national category job openings, establishing contacts with candidates to update rosters; • Advises staff and selected candidates on visa procedures and requirements. Administration of entitlements and benefits: • Advises staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits; • Reviews and maintains time and attendance records of staff, processing leave requests, liaising with Sections and staff in cases of discrepancies; • Reviews and processes entitlements and benefits related actions in HRIS and ERP; • Assists

with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments; • Conducts research and prepares written responses to queries related to HR matters. Performance Management and Staff development: • Assists with guiding staff on performance management and staff development, monitoring compliance as required; • Assists in the development of career development programme to support staff members career needs; • Assists in the organization and conduct of training courses and workshops in consultation and coordination with Training Units; • Researches on the specific career needs of staff and make appropriate recommendations and staff development plans in line with the HR work-plan; • Assists with the development and conducting courses related to general and human resources management needs. Others • Assists with the monitoring of staff related costs and expenditures in ERP and alerts the Supervisor on any projected shortfall; • Ensures post management is conducted in line with established standard procedures and that Managers and staff are adequately advised and briefed on post related actions; • Undertakes research on a range of HR related issues and prepares notes/reports; • Assists with the compilation and preparation of statistical reports on HR related areas; • Conducts exit Interviews for separating staff and assists him/her in final arrangements; • Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications; • Initiates required actions with regard to various HR related transactions, including budget and financial transactions concerning HR issues for review by the Supervisor; • Prepares and drafts written response to queries concerning HR related matters; • Assists with reviewing and processing requests for classification, advising and answering queries on classification procedures and processes; • Assists in providing documentation and background materials relating to classification; • Performs other duties as required

## **Competencies**

**PROFESSIONALISM:** Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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 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. **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 is required.

### **Job Specific Qualifications**

Relevant training in Human Resources is desirable.

### **Work Experience**

A minimum of five (5) years of progressively responsible experience in human resources management, administrative services or related area is required. Experience in application of UN Staff Rules and Regulations in operational environment is desirable. Experience in human resources information system applications and ERP is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

### **Assessment**

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

### **Special Notice**

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under 'attachments' of your application in Inspira. The United Nations

Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to

applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**No Fee**

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