

Posting Title : Human Resources Assistant, G5
Job Code Title : HUMAN RESOURCES ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 16 July 2021-14 August 2021
Job Opening number : 21-HRE-UNIFIL-159914-R-NAQOURA (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Recruitment Unit, in the Human Resources Section, United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbents will report to Head of Unit or his/her designate.

Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

Recruitment and Placement

Assists in reviewing draft job openings ensuring that the evaluation criteria and the 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 procedures and requirements for onboarding;
Assists in the preparation of the weekly recruitment monitoring report;
Assists in the monitoring of compliance to recruitment timelines ;
Assists in data gathering for reports required by other units, audit recommendations, etc.
Initiates requests for vetting of selected candidates to posts;
Assists in the preparation of documents for use during the conduct of the MRP.

Others

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 recruitment related matters;
Liaise with shared services centers on various issues pertaining to recruitment;
Processes activities pertaining to the onboarding of individual contractors/consultants including issuance of contracts, extension of contracts, payments, and other related tasks;
Maintains OSF and electronic platforms (COSMOS/Unite workspace) updated
Assists with guiding staff on performance management and staff development, monitoring compliance as required;
Undertakes research on a range of HR related issues and prepares notes/reports;
Performs other duties as required.

Competencies

- **PROFESSIONALISM:** Knowledge of the human resources 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.
- **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. Course work/training in human resources are highly 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 the implementation of human resources policies, regulation and rules is required.

Experience using recruitment platforms such as Inspira or similar is required.

Experience utilizing reporting tools such as Microsoft Power Business Intelligence (BI) or other similar applications is desirable.

Experience with Microsoft Office applications such as Excel and Word is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) 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.

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.