

Posting Title : HUMAN RESOURCES ASSISTANT, FS5
Job Code Title : HUMAN RESOURCES ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 13 August 2021-27 August 2021
Job Opening number : 21-HRE-UNIFIL-161769-F-NAQOURA (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in Human Resources Support Support Unit, Human Resources Section (HRS), United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Chief of Special Support Unit within the Human Resources Section or his/her designate.

Responsibilities

Within limits of delegated authority, the Human Resources Assistant FS-5 will carry out the following duties:

Planning and Budget:

Supports the mission planning process throughout the mission lifecycle by preparing documentation and data as well as initial reviews on staffing requirements and organizational structures;

Assists with reviewing recommendations resulting from staffing reviews and providing data that would translate them into staffing requirements for the purpose of budget preparation;

Supports review of budget drafts of mission's sections and ensures that data and actions asked for in the FOFD guidelines on budget reviews are provided by mission sections for review and reflection in the budget draft;

Assists with the monitoring of staffing related costs and expenditures in UMOJA in line with the funds and provides explanation for variances;

Ensures that management of posts is conducted in line with established standard procedures, and processes related transactions such as fund commitment in UMOJA (Organization Management, BPC) for actions under the authority delegated to the mission;

Advises 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;

Updates the Staffing table in UMOJA in line with the authorized Staffing table approved by the General Assembly.

Staffing Table Administration & Post Management

Closely liaises with FOFD, Hiring Managers, CHRO and the Budget Unit, to maintain the staffing table and post management incumbency ensuring all authorized posts are created in accordance with the approved budget document;

Constantly monitors position mapping and updates organizational units in the OM when necessary to ensure there are no discrepancies between the various HR systems used to record staffing and post information;

Closely coordinates with other HR colleagues, recruitment focal points and DOS ensuring that appropriate documentation is submitted and staffing, and post changes are implemented in a timely manner for real-time information;

Prepares and submits staffing tables, standardized reports and statistics on HR related issues to senior management, hiring managers, DOS and other stake holders as may be required.

Classification

Assist in reviewing and processing requests for classification by ensuring completeness of requests and liaising with requestors when required;

Provides assistance and recommendations to the mission's sections on job classification procedures and the preparation of classification documentation including Job Descriptions and org charts for submission to OHR, UNHQ.

Provide advice and response to general queries on classification procedures and processes;

Assist in providing documentation and background materials relating to classification appeals by researching background information and liaising with relevant offices when required.

Performance Management and Staff Development:

Provides support in advising managers and staff on performance management to ensure effectiveness, compliance and equity;

Ensures compliance with the performance management system, including providing support to the SMT for annual meetings on performance management and to Rebuttal Panels in which he or she serves as ex officio member;

Reviews complaints or grievances from staff on performance related matters and initiates actions to resolve them;

Prepares monitoring reports on the performance management compliance and responds to audit queries on performance management issues.

Others:

Researches on matters related to the administration of justice and provides inputs and information for formulation of mission response to applications of staff to MEU or UNDT;

Prepares advice and responses for senior management to address staff appeals under AOJ system;

Updates UMOJA and initiates required transactions in the system;

Analyzes incoming correspondence, and drafts memorandum and faxes related to HR matters;
Prepares monthly reports on staffing complement, post incumbency, vacancy rates, gender ,
geographical distribution , etc;
Assists in preparing policy papers, position papers and briefing notes on issues related to
human resources management matters;
Keeps abreast of developments in various areas of human resources;
Performs other duties as may be assigned.

Competencies

Professionalism:

Knowledge of UN human resources management practices, policies and procedures.
Knowledge of ERP systems, databases and other Human Resources Systems . Good
computer skills. 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.

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 or equivalent diploma is required. Certificate and/or training in human resources
management, business or public administration, social sciences, education or related field
experience is required.

Work Experience

At least 8 years of progressively responsible experience in human resources management
administrative services or related area is required

Experience in Staffing table/ Post management is required.

Experience in budget formulation in relation to staffing requirement is required.

Experience using human resources management related databases and SAP platform/system is
desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English language is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by Competency-Based Interview.

Special Notice

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

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.