

Posting Title : HUMAN RESOURCES ASSISTANT, G5  
Job Code Title : HUMAN RESOURCES ASSISTANT  
Department/ Office : United Nations Mission in the Republic of South Sudan -  
created by GA Resolution 1996 (2011)  
Location : Juba  
Posting Period : 18 November 2024-17 December 2024  
Job Opening number : 24-HRE-UNMISS-247547-R-Juba (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 Human Resources Management Section in the United Nations Mission in South Sudan (UNMISS). The incumbent carries out all the tasks in support of HR planning, budget review, and classification of posts, recruitment, staff development, performance management, administration of entitlements, and other HR related functions for both international and national staff in the mission. The Human Resources Assistant at this level usually reports to the Chief of a Unit/Section.

### **Responsibilities**

Within delegated authority, the Human Resources Assistant will be responsible for the following duties: (These duties are generic and may not be carried out by all Human Resources Assistants.)

#### **PLANNING AND BUDGET**

- Assists the supervisor in the mission planning process throughout the mission lifecycle by preparing documentation and data as well as initial reviews on staffing requirements and organizational structure;
- Assists with the review of recommendations resulting from staffing reviews and translates them into staffing requirements for purpose of budget preparation;
- Reviews the budget drafts of mission's sections and ensures that data and actions asked for in the guidelines on budget review are provided by HR assistants and the sections of missions for review and reflection in the budget draft.
- Assists in reviewing and processing requests for classification, providing advice on classification procedures and processes;

- Assists in providing documentation and background materials relating to classification of posts;
- Constantly reviews and monitors staffing related costs and expenditures in ERP in line with funds allotment, ensuring that funds for staffing costs are available, and where necessary alerts Human Resources Officer to follow up with Finance and Budget Office to deploy funds to meet any shortfall;
- Ensures that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget Section at both the mission and Headquarter levels to ensure availability of funds;
- Advises 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.

#### ADMINISTRATION OF ENTITLEMENTS AND BENEFITS

- Interprets, explains and administers entitlements and benefits in line with conditions of service, staff regulations and rules;
- Provides advice, guidance and information to management and staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Reviews and processes entitlements and benefits related actions in HRIS/ERP, making appropriate recommendations where exception is required.
- Supervises and monitors the work of Human Resources Assistants in carrying out all human resources administrative transactions including processing of appointments and preparation of personnel actions;
- Monitors issues on conditions of service of staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters.

#### RECRUITMENT AND PLACEMENT

- Researches and provides accurate information to Human Resources Officers and Senior Managers on human resources staffing issues, assisting in the timely filling of vacancies by facilitating the selection of highly qualified candidates to meet the operational and substantive requirements of the Organization;
- Reviews job openings ensuring that the evaluation criteria and responsibilities are in line with the approved or classified documents.
- Reviews and determines eligibility of applicants in line with requirements stated in the job openings;
- Initiates and follows-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, calculating salaries and related benefits, and preparing and dispatching offers of appointment and Statement of Emoluments;
- Provides inputs into development of HR policies and procedures on Staff Selection and recruitment: Plans, schedules and coordinates written assessments and competitive recruitment examinations. Advises staff and selected candidates on visa procedures and requirements;

## STAFF DEVELOPMENT AND CAREER SUPPORT

- Assists in the development of career development programmes 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 specific career needs of staff and makes appropriate recommendations and staff development plans in line with the HR work-plan;

## GENERAL

- Researches on a range of HR related issues and prepares notes/reports.
- As requested, conducts research on precedents, policy rulings and procedures.
- Supervises compilation and preparation of statistical reports on HR related issues.
- 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; performs budget preparation input monitoring and implementation in HRIS/ERP, etc.; sets up and maintains files/records (electronic and paper); schedules appointments/meetings, monitors deadlines, etc.
- Prepares written response to queries concerning HR related matters.
- Trains and provides supervision to new and lower-level staff in the unit.
- Maintains automated databases and the centralized reference and filing systems.
- Regularly reviews HR datasets for accuracy, completeness, and consistency.
- Identifies and reports data discrepancies and assists with data cleaning.
- Handles HR data requests from other offices, ensuring timely and accurate data provision.
- Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.
- Assists with visualizations of updating information material such as web pages or brochures.
- 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. Ability to perform analysis, modeling and interpretation of data in support of decision-making. 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.

- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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.

## **Education**

High school diploma or equivalent is required.

## **Job Specific Qualifications**

Certificate in Human Resources Information Systems (HRIS) applications is desirable

Certificate in data analytics is desirable

Relevant training in the field of human resources is desirable

## **Work Experience**

A minimum of five (5) years of experience in human resources management, administrative services or related area is required. The minimum years of relevant experience is reduced to three (3) for candidates who possess a first-level university degree or higher.

Experience in application of UN Staff Rules and Regulations in operational environment is desirable, including administration of a broad range of human resources services.

At least one year or more of experience in data analytics or related area 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**

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

This post is located in Juba. Please note that anyone selected will be required to report for duty in that location on the agreed date and will also be expected to arrange their own accommodations. There is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

### **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.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.