

UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Human Resources Assistant, GS-6 (2 positions)
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Human Resources Unit
Location:	Bogota, COLOMBIA
Posting Period:	08 – 21 December 2022
Job Opening Number:	UNVMC-NJO-2022-047. Temporary Job Opening until 30 June 2023

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

IMPORTANT NOTE:

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either **P-11 or PHP is properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.

If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

#United_for_Gender_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SCKVjg-e3073SwTDG1VQf1oLTWfUQ4>

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Organizational Setting and Reporting Relationships:

These positions are located in the United Nations Verification Mission in Colombia (UNVMC), Human Resources Unit (HRU), within the Client Support Team and the Specialist Support Team, respectively. The incumbents will report to the respective Team Lead.

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.
- Ensures the implementation of the Mission's Gender Parity Strategy.

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 applications such as Enterprise Resources Planning System (ERP) i.e. Umoja, iNeed and Field Support Suite (FSS), making appropriate recommendations where exception is required;
- 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.

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 purposes 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 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;
- Advises hiring managers on loaning of positions between sections and movement of positions and staff between locations based on the standard operating procedure (SOP) on Organizational Management, ensuring the integrity of the staffing table as approved in the budget without discrepancy in sections and locations.

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

- Maintains an automated database and the centralized reference and filing systems;
- 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;
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications; 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 team;
- Works closely with the Team Lead on activities such as performance management, Management Evaluation Unit (MEU), Board of Auditors (BOA)/ Office of Internal Oversight Services (OIOS), periodical and ad-hoc reports (both statistical and narrative), policy and SOP compliance, complex and sensitive HR issues (i.e. termination, disability cases, special cases for recoveries);
- Act as focal point to support various areas among the Mission, such as review of eligibility to continuing appointments, Language Proficiency Examinations (LPE) or staff engagement surveys;
- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions
- Performs other duties as required.

Competencies:

Professionalism: 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.

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.

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.

Any specialized training certificates in human resources management are desirable.

Experience:

A minimum of seven (7) years of progressively responsible experience in human resources management, administrative services or a related area is required.

Experience using Human Resources ERP systems such Umoja is desirable.

Experience in applying UN Staff Rules and Regulations or a similar international organization in an operational environment is desirable.

Experience in the administration of Human Resources related benefits and entitlements is desirable.

Experience in providing HR advise to managers and staff is desirable.

Work experience for one (1) year or more 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 English and Spanish is required. Knowledge of another official United Nations language is an advantage.

NOTE: "fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

United Nations Considerations

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 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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

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.

IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based GGST test online.

The following candidates do not need to take or retake the GGST:

- (a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.**
- (b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.**

If you fall within one of the foregoing categories, please indicate it in your application.