



Ref. No.: _____

TEMPORARY VACANCY ANNOUNCEMENT

G-5

**Human Resources Assistant
(Monitoring and Reporting)**

TVA Grade Level

Functional Title

OCHA Executive Office

Department/Office/Division

Human Resources

Occupational Group (See list on last page)

G4, G5

21 August, 2009

Open to

Deadline

(Current Grade of Applicant)

(DD/MM/YYYY)

Service/Section:	Human Resources Section, EO	Estimated Start Date:	01/09/2009
Duty Station:	New York	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	6 months initially	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Chief, Human Resources Section and the direct supervision of the Human Resources Officer/ (Monitoring and Reporting), the Human Resources Assistant (Monitoring and Reporting) is responsible for providing assistance with the personnel, administrative, monitoring and reporting activities of the Office for the Coordination of Humanitarian Affairs (OCHA). He/she assists in routine personnel activities, staffing table maintenance, and monitoring/reporting compliance with Staff Rules and Regulations. He/she acts as Focal Point for updating personnel/administrative and statistical data in the OCHA Intranet (OCHANet) and OCHA Contact Management database (OCM). He/she will act as overall custodian of time and attendance, OT/CTO and flexi-time working arrangements of OCHA-New York staff. Specifically, the incumbent's duties include:

Human Resources Management :

- 1) Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion/SPA, expiration/extension of appointments, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures.
- 2) Prepares relevant personnel actions in IMIS as necessary.
- 3) Reviews and processes requests for entitlements and claims.
- 4) Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- 5) Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- 6) Maintains and reviews organizational staffing tables; prints and reviews IMIS staffing/post reports.
- 7) Coordinates with Executive Offices and selected candidates on travel arrangements, visa matters and shipment of personal effects. Advises staff on visa matters

Monitoring:

- 1) Monitors personnel, administrative, travel documents or claims, verifying accuracy and tracing original evidence into the records or personnel files.
- 2) Monitors personnel actions in IMIS for accuracy and consistency.
- 3) Focal Point on time and attendance activities - monitors / ensures compliance with governing Staff Rules and Regulations on time and attendance, annual leave, extended sick leave, CTO, OT, maternity/paternity leaves and flexible working arrangements, while performing functions as OCHA's overall custodian).
- 4) Monitors contractual status of OCHA staff members as well as submission of cases to the Superannuation Committee.

- 5) Reports errors and other findings to the Monitoring Officer or Chief of HR Section, as applicable.
- 6) Monitors workflow, assess needs and takes appropriate action to maintain constant flow.
- 7) Establishes and maintains a computerized database in order to monitor and follow-up submission of documents by electronically-generated reminders.
- 8) Assists the Human Resources Officer (Monitoring and Reporting) and/or Chief of HR Section on establishing best-practices.

Reporting:

- 1) Compiles, reviews and processes statistical data and prepares reports on gender, geographic balance and any other statistical information relating to the departmental Human Resources Action Plan (HRAP) or as requested by OHRM, derived from a variety of sources.
- 2) Produces reports from IRFA/WIRE as tool for statistical data as well as for monitoring compliance.
- 3) Assembles and examines statistical material to ensure accuracy, clarity and validity.
- 4) Maintains, updates and posts statistical and other data in the OCHA Intranet (OCHANet).
- 5) Maintains HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports. Sets up and maintains reference files/records (electronic and paper).
- 6) Undertakes research on a range of HR related issues and assists in the preparation of notes/reports. Assists in the preparation of necessary documentation for distribution to various offices, departments and overseas offices.
- 7) Performs a variety of administrative duties (e.g. leave recording, request for office supplies and equipment, etc.).
- 8) May provide guidance/training to less experienced staff.
- 9) Performs other duties as required.

COMPETENCIES

Professionalism: Knowledge of 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

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.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

For Managerial Positions:

QUALIFICATIONS

Experience: Several years of experience in human resources management and information management.

Education: High school diploma or equivalent. Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away from HQs.

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. Knowledge of another official United Nations language is an advantage.

Other Skills: Strong computer skills, including proficiency in the use of relevant software and other applications, e. g. word processing, spreadsheets (Excel), internal databases, Internet, IMIS, Galaxy, OCM, etc. are required for this position.

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- Cover Letter**
- PHP**
- Signed PAS** **Periods: two most recent**
- Others:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Ms. Cristina Gomez Email Address: gomez3@un.org

Copy (cc): Mr. Robert Picistrelli Email Address: picistrelli@un.org

Please choose from this list of Occupational groups:

Administration	Logistics
Civil Affairs	Management and Programme Analysis
Civilian Police	Medical
Conference Services	Ombudsman
Drug Control and Crime Prevention	Political Affairs
Economic Affairs	Population Affairs
Electoral Affairs	Procurement
Engineering	Production Service and Transport Work
Finance	Programme Management
Human Resources	Public Administration
Human Rights	Public Information
Humanitarian Affairs	Science and Technology
Information Management	Security
Information Systems and Technology	Social Affairs
Internship	Social Sciences
Jurists	Statistics
Legal Affairs	

Note:

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.