



Ref. No.: \_\_\_\_\_

## TEMPORARY VACANCY ANNOUNCEMENT

**G-5**

TVA Grade Level

**Human Resources Assistant**

Functional Title

**OCHA/Executive Office**

Department/Office/Division

**Human Resources**

Occupational Group (See list on last page)

**G-4 / G-5**Open to  
(Current Grade of Applicant)**24 May, 2009**Deadline  
(DD/MM/YYYY)

Service/Section:	<b>HR Section</b>	Estimated Start Date:	<b>ASAP</b>
Duty Station:	<b>New York</b>	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	<b>6 months</b>	Open to External Candidates?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

### ***DUTIES AND RESPONSIBILITIES***

Organizational Setting and Reporting Relationships: This position is located in the Executive Office, Human Resources Section, Office for the Coordination of Humanitarian Affairs (OCHA). The Human Resources Assistant reports to the Administrative/Human Resources Officers within the Section.

Responsibilities: Within delegated authority, the Human Resources Assistant will be responsible for the following duties:

#### Recruitment and placement:

- Reviews submissions from Sections within OCHA to ensure documentation is in order and candidates are eligible.
- Prepares and maintains case files for candidates (staff or consultants), ensuring and monitoring the transfer of files of candidates between offices, arranging for interviews, obtaining index numbers and entering data on candidates into the automated roster.
- Assists in the filling of posts, including initiating and following-up on reference checks and academic verifications (for temporary staff and consultants), ensuring the completion of the pre-recruitment formalities.
- Assists in the evaluation and screening of applications of candidates for secretarial, clerical and related categories positions and participates in interview panels.
- Coordinates with Executive Offices, OCHA Finance Section and candidates on travel arrangements, visa matters and shipment of personal effects, ensuring that deadlines are met.
- Prepares personnel actions in IMIS.
- Advises staff on visa and other personnel matters.

#### General:

- Drafts and/or processes a variety of correspondence and other communications to candidates, staff members and other departments on human resources matters.
- Sets up and maintains reference files/records (electronic and paper).
- Undertakes research on a range of Human Resources related issues and assists in the preparation of notes, reports and statistics.
- Maintains automated database containing HR related statistics and prepares periodic reports for submission to Senior Management.
- Reviews and processes requests for travel entitlements and claims.
- Performs other duties as required.

Work implies frequent interaction with the following:

Human resources and administrative officers and staff in Headquarters (New York and Geneva) and Field Staff  
Staff at large.  
Staff within the Section  
External candidates.

**Results Expected:**

Provide reliable research, administrative and general office support services. Processes work and requisite follow-up with minimal supervision, seeking advice from and/or reporting to supervisor as needed. Ensures the accuracy and completeness of documentation submitted by candidates, staff and offices. Accurately prepares reports. Consistently applies appropriate policies, rules, guidelines, procedures and practices. Liaises and interacts effectively and in a timely manner with colleagues and concerned parties internally and externally.

### ***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; remains calm in stressful situations.

**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.

**Technological Awareness:** Keeps abreast of available technology; understand 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.

**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.

***For Managerial Positions:***

***QUALIFICATIONS***

**Experience:** Several years of experience in human resources management, administrative services or related area. At least two years of experience within the UN in human resources is required.

**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.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

**Other Skills:** Proficiency in IMIS and spreadsheet applications required.

***ADDITIONAL COMMENTS***

**DOCUMENTS REQUIRED:**

- ☒ **Cover Letter**  
☒ **PHP**  
☒ **Signed PAS**      **Periods: latest EPAS**  
☐ **Others:**

**ALL SUBMISSIONS TO BE SENT TO:**

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

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

**Please choose from this list of Occupational groups:**

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

**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.