

VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/05/22

The United Nations Office for West Africa and the Sahel (UNOWAS) is looking for a highly motivated and results-oriented team player to join a dynamic team to serve as Human Resources Assistant.

Title Position	Human Resources Assistant
Number of posts	01
Type of contract	Fixed Term
Duration of contract	One (01) year renewable subject to mandate and post extension
Category and level	GS-6
Duty station	Dakar, Senegal
Unit/Section	Human Resources unit
Issuing date	18 July 2022
Closing date	31 July 2022

The United Nations Office for West Africa and the Sahel (UNOWAS) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa. This includes governance, mainstreaming security sector reform into development strategies, defining an integrated sub-regional approach to humanitarian, human rights, and gender issues, curbing corruption, poverty alleviation, and addressing youth unemployment as well as cross-border illicit trafficking and organized crime. These emerging destabilizing issues can be considered as new threats to security.

Organizational Setting: The position is located in the Human Resources Unit. The Human Resources (HR) Assistant will report directly to the Chief Human Resources Officer.

Duties and Responsibilities: Under the guidance and supervision of the Chief Human Resources Officer the incumbent is responsible for the following:

Prepares a wide range of HR-related reports and statistics such as but not limited to: report of expiring contracts, gender and geographic distributions, long-term vacant posts, recruitment status reports, e-performance reports, etc.

Possesses high knowledge of Microsoft application packages (Excel, Access, Visio, PowerPoint etc.) and third-party reporting tools such as Business Objects, Crystal Reports for reports writing, presentations, org chart designs, working with large data and complex formulas, pivots tables, etc.

Serves as Data Strategy focal point for the mission; Contributes to the identification and analysis of patterns in data sets using various methods

Conducts data analysis of HR Performance measures and implements mechanisms

to better monitor and track the section's recruitment and entitlement administration activities.

Designs and develops reporting templates based on new or ad hoc information requirements.

Develops mechanisms for recording and tracking pending issues and complaints from HR clients across client missions and liaising with the Regional Service Center, Entebbe (RSCE) to resolve pending queries; serves as the focal point between the Mission and RSCE – Client Service Delivery Service Line.

Application Support:

Requests and maintains record of user access mapping of HR staff for various applications, including Inspira, FSS, UMOJA and local network drives.

Acts as problem escalation point for end-users of HR systems; liaises with local CITS offices at the RSCE, UNLB, UNSB-V and DoS to ensure earliest resolution of problems preventing the HR section from connecting to the various HR information systems.

Serves as focal point for coordination and deployment of new HR information systems/applications involving extensive liaison with technical support teams from UNLB, DOS and the UMOJA team.

Monitors continuous staff movements and org unit changes in relation to user access mapping after implementation of Umoja.

Requests BP numbers for non-staff personnel.

Investigates issues related to BP records that prevent Finance Section from being able to process payments.

Acts as section focal point to ensure that HR systems installed in the mission are properly included in the Disaster Recovery and Business Continuity plan

Staffing Table Administration & Post Management:

- Closely liaises with DOS/ODCU, Hiring Managers, CHRO, and Budget

Office, to maintain staffing table and post-management functions, ensuring all authorized posts are created in accordance with the approved budget document.

- Constantly updates post redeployments and raises relevant Personnel Actions, to ensure there are no discrepancies between the various HR systems used to record staffing and post information.

- Closely coordinates with other HR colleagues, DOS/ODCU 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 and standardized reports on HR-related issues to senior management, hiring managers, DOS and other stakeholders.

General:

- Provides support for electronic archiving of documents.

- Provides other administrative support functions such as occasional drafting of various correspondences which may require signature/approval of CHRO

Competencies:

- **Professionalism:** Knowledge of human resources policies, practices, and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, and make conclusions and recommendations. Uses analytical skills and experience to assist in organizing, managing, and disseminating of information with attention to detail and accuracy. Assists with analysis, modeling and interpretation of data in support of decision-making. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. Demonstrates ability to plan their work and adjust to changing priorities. 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.
- **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 the 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 a willingness to learn new technology

Education:

- High school or equivalent diploma is required. A combination of relevant certification/diploma or other academic qualifications or training in human resources management, business administration, Information Technology or related fields is desirable. An IT certificate/Diploma is an asset.

Work Experience:

- At least seven (7) years of progressively responsible experience in the field of human resources management, administration, data analytics, information management, reporting/analysis or any related area.

**Languages**

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French and English is required.

Applications:

Applicants meeting the above qualifications are requested to submit the following only:

- **Cover letter**
- **Completed and signed P-11 form (please note the P11- Form is available on the UNOWAS Website at www.unowas.unmissions.org)**
- **Copy of Diplomas and Degrees**

Applications can be submitted by email to **unowas-cnmc-hr@un.org**

Note: Please indicate clearly the vacancy number and title in the email subject. **Only short-listed candidates will be contacted.**

This announcement and the P-11 Form are available on the UNOWAS website:
www.unowas.unmissions.org

Assessment Method:

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.

****Qualify female candidates are strongly requested to apply****