

Posting Title : HUMAN RESOURCES ASSISTANT, G6
Job Code Title : HUMAN RESOURCES ASSISTANT
Department/ Office : Human Resources
Location : DAKAR
Posting Period : 25 September 2023-24 October 2023
Job Opening number : 23-HRE-UNOWAS OCMS HR-218834-R-DAKAR (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

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.

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

Responsibilities

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.

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 staff members across UNOWAS/CNMC 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.

Processes applications for vacancies, including preparing and maintaining case files for candidates, ensuring and monitoring the transfer of files of candidates between offices, arranging for interviews, and entering data on candidates into the automated roster.

Assist with analysis, modeling and interpretation of data in support of decision-making

Assists in the filling of posts, including initiating and following-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.

Assists in the evaluation and screening of applications of candidates for secretarial, clerical and related categories positions.

Maintains vacancy announcement files and reporting on status of vacancy announcements.

Prepares agenda and provides relevant documentation required for recruitment related meetings.

Perform other duties as required.

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 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 CHRO, hiring managers, DOS and other stakeholders as/when required.

General:

- Provides support for electronic archiving of documents.

- Provides other HR/administrative support functions within the Unit.

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. Possess analytical skills and experience to assist in organizing, managing, and disseminating of information with attention to detail and accuracy.

knowledge of Microsoft application packages (Excel, Access, Visio, PowerPoint etc.) and third-party reporting tools such as Business Objects, Crystal.

Create reports for reports writing, presentations, org chart designs, working with large data and complex formulas, pivots tables, etc.. 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.

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 a 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; 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

At least six (6) years of progressively responsible experience in the field of human resources management, business administration, data analytics, information management, reporting/analysis or any related area is required.

Job Specific Qualifications

Relevant training in [Data Analysis] is ['desirable'].

Relevant training in [Human Resources Management] is ['desirable'].

Work Experience

- At least six (6) years of progressively responsible experience in the field of human resources management, administration, data analytics, information management, reporting/analysis or any related area is required.

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.

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. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.