



VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/001/21

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: National Associate Human Resources Officer

Title Position	National Associate Human Resources Officer (open to nationals of Senegal only)
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	NO-B
Duty station	Dakar, Senegal
Unit/Section	Human Resources Unit
Issuing date	23/02/2021
Closing date	08/03/2021

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 and the Sahel. It engages in preventive diplomacy, good offices and political mediation and facilitation in countries in West Africa and the Sahel.

Organizational Setting: The position is located in the Human Resources Unit of the United Nations Office for West Africa and the Sahel (UNOWAS), The Associate Human Resources Officer will provide services to both UNOWAS and The Cameroon Nigeria Mixed Commission (CNMC) and his/her works implies frequent interactions with the following: Specialists at duty station, as well as other duty stations; Colleagues and senior staff throughout the UN, both inside and outside the duty station; Government officials and counterparts in other UN organizations.

Functional Responsibilities: Under the direct supervision of the Chief Human Resources Officer (CHRO) and general guidance of the Chief of Mission Support (CMS), within the delegated authority, the Associate Human Resources Officer will be responsible for the following duties:

- **Recruitment and Staff Selection**



-
- Provides support in the management of recruitment process including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening of candidates.
 - Support the review job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with GJPs and Standard on Requisitions;
 - Assists in the preliminary review, prepares and submits recruitment cases to (Field) Central Review Bodies,
 - Arranges and conducts interviews for selection of candidates.
 - Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and providing inputs on new procedures on recruitment and staff selection.
 - Plans, organizes, and administers the National Competitive Examinations, G to P Examinations, Language professional examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.
- **Administration of entitlements and Benefits**
- Advises the Head of the supervisor on the development and implementation of United Nations policies and practices on entitlements.
 - Provides advice to managers and staff on human resources related matters
 - Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
 - Evaluates the effectiveness of related guidelines, HR rules, regulations practices and procedures, and recommends revisions to FPD through the CHRO, where necessary.
- **Planning and Budget**
- Supports the mission planning process throughout the mission lifecycle by conducting reviews and analysis for determining on the staffing requirements and organizational structure;
 - Assist with the review of recommendations resulting from staffing reviews and translates them into staffing requirements for purpose of budget preparation;
 - Conducts initial review and analysis on the staffing aspects of the mission's budget based on the DOS guidelines;
 - Reviews staffing related costs and expenditures in UMOJA in line with funds allotment, ensuring that funds for staffing costs are available, and where necessary alerts Human Resources Officer to follow up with Finance and Budget Office to deploy funds to meet any shortfall;
 - Assists the supervisor in ensuring that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget Units to ensure availability of funds;
 - Advises hiring managers on loaning of posts between sections and movement of posts and staff between locations based on the SOP on Staffing table and Post



Management, ensuring the integrity of the staffing table as approved in the budget without discrepancy in sections and locations,

- Assists in reviewing and processing requests for classification, providing advising and answering queries on classification procedures.

▪ **Performance Management**

- Assists the mission in the implementation of the performance appraisal system and monitors its compliance with the proper implementation of the performance management system, providing guidance and substantive support to mission components on standards for the development of service, section, unit and individual work plans.
- Maintains contacts with the Integrated Mission Training Center to organize training/orientation programmes in performance management and supervisory skills as well as work plans.
- Gathers data on full compliance of ePAS and provides input to the establishment of Management Review Committee and Joint Monitoring Committee and Rebuttal Panel and acts as their facilitator and ex-officio member.
- Provides advice to staff and managers in cases of underperformance and facilitates the implementation of a Performance Improvement Plan (PIP) or other remedial measures, when required.

▪ **Staff Development**

- Researches and Identifies training opportunities for HR staff as well as staff in general, and plans and prepares the mission training budget in coordination with the integrated training service.
- Assists with the development of training programmes staff, in coordination with the integrated training service, giving particular attention to developing and implementing career development paths for national staff members;
- Assists with the assessment of skills, expertise and knowledge requirements of human resources staff, contributing to the designing of individual on-the-job and group training programmes on specific subject matters in the area of human resources management, including in the use of HRIS.

▪ **Administration of Justice**

- Compiles the mission's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system.
- Provides inputs to efforts and measures aimed at addressing and mitigating staff grievances with the purpose of resolving them at the lowest practical level.
- Assists with the development of preventive activities such as training and sharing best practices and recent jurisprudence related to human resources management.

▪ **Staff and Management Relations**



-
- Provides inputs on various HR matters for purpose of discussions and dialogue between the management and international and national staff unions (Field Staff Union and National Staff).
 - Participates in meetings with staff representatives to address issues affecting the staff and coordinate the quarterly meetings with the Head of the Mission and Chief of Mission Support;
 - Assists the supervisor, as necessary, general or specific meetings for the staff on issues such as mandate implementation, status of HR reforms and other organizational change initiatives etc.
- **Other:**
- Assists in the development of a set of actionable and targeted change management plans, including coaching and training in order to implement these responsibilities and reports on possible gaps and risks and recommends corrective action.
 - Assists with the development of a communication strategy with a dedicated intranet page on HR issues and regular formal and informal meetings.
 - Assists in reviewing and processing requests for classification, providing advising and answering queries on classification procedures and processes
 - Conducts research on precedents, policy rulings and procedures.
 - Maintains human resources information systems, including constant update and generation of information and reports (e.g Management and Mission Support Dashboard) for use by management
 - Performs other duties as required.
- **Results Expected:**
- Applies knowledge with respect to the full range of human resource management activities of the Department/Unit. Adheres to applicable UN guidelines, policies and procedures while undertaking these duties.

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, make conclusions and recommendations. 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.
- **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.

- **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.

Qualifications:

Education: Advanced university degree (Master’s degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with additional experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two years of progressively responsible experience in human resources management, administrative services or related area. Experience in Enterprise Resources Planning systems (Inspira, Umoja or similar tools) is required.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in English and French (both oral and written) 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 should be submitted by email to unowas-cnmc-hr@un.org no later than **8 March 2021**.

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

Assessment Method:

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