



VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/006/22

The United Nations Office for West Africa and the Sahel (UNOWAS) and the Cameroon Nigeria Mixed Commission is looking for a highly motivated, team player and result oriented person to serve as: Human Resources Assistant

Title Position	Human Resources Assistant
Number of posts	01
Type of contract	Fixed Term
Category	GS-6
Duty station	Dakar, Senegal
Unit/Section	HUMAN RESOURCES
Issuing date	22/11/2022
Closing date	06/12//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 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 and Reporting Relationships: This position is located in the Mission Support Section. The Human Resources Assistant will report to the Human Resources Officer.

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

Recruitment and placement

- Researches and provides accurate information to UNOWAS/CNMC Human Resources Officer and Senior Managers on human resources staffing issues, assisting in the timely filling of vacancies by facilitating the selection of highly qualified candidates to meet the operation and substantive requirements of the Organization; .
- Reviews job openings ensuring that the evaluation criteria and responsibilities are in line with the approved or classified documents.
- Provides inputs into development of HR policies and procedures on staff selection and recruitment: plans, schedules and coordinates written assessment and competitive recruitment examinations.;

Administration of entitlements and benefits

- Interprets, explains and administers entitlements and benefits in line with conditions of service, staff regulations and rules, provides advise, guidance and information to management and staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlement and benefits;



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- Reviews and processes entitlements and benefits related actions in HRIS/ERP, making appropriate recommendations where exception is required
 - Monitors issues on conditions of service of staff and advises the supervisor of any new development;
 - Conducts research and prepares written response on queries related to HR matters.

Planning and Budget

- Participates in the mission planning process throughout the mission lifecycle by preparing documentation and data as well as initial reviews on staffing requirement and organizational structure;
- Assists with the review of recommendations resulting from staffing reviews and translate them into staffing requirements for purpose of the budget preparation;
- Assists in reviewing and processing requests for classification, providing advice on classification procedures and processes;
- Assists in providing documentation and background materials relating to classification of post
- Constantly reviews and monitors staffing related cost and expenditures in ERP 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;
- Advises hiring managers on loaning of post between sections and movement of posts and staff between locations bases 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.

Staff development and career support

- Assist in the development of career development programmes to support staff members career needs;
- Assist in the organization and conduct of training courses and workshops in consultation and coordination with the Human Resources Officer
- Researches on specific career needs of staff and makes appropriate recommendations and staff development plans in line with the HR work plan;
- Assists with the development and conducting courses related to general and human resources management needs

General

- Supervises the maintenance of automated databases and the centralized reference and filling systems
- Undertakes research on a range of HR related issues and prepares notes/reports
- Conducts research on precedents, policy rulings and procedures;
- Supervise compilation and preparation of statistical reports on HR related issues;
- Conducts exit interviews for separating staff and assist him/her in final arrangement'
- Provides general office support services; processes; drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications; performs budget preparation input monitoring and implementation in HRIS/ERP, etc.. Sets up and maintains



files/records (electronic and paper); schedules appointments/meetings, monitors deadlines, etc.

- Prepares written response to queries concerning HR related matters
- Trains and provides supervision to new entry-level staff in the unit
- Performs other duties as required.

Work implies frequent interaction with the following:

- Human resources and administrative officers and staff in Headquarters and missions.
- Staff at large.
- Staff within work unit
- 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 Staff Rules and Regulations, ST/SGBs, ST/AIs, ST/ICs, Human Resources Handbook and other approved standard operating procedures. 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.. Good knowledge and experience in the application of UN Staff Rules and Regulations 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: High school diploma or equivalent. Course work/training in human resources, administration or related area are highly desirable. Very good computer skills; knowledge of UN HRIS applications and UMOJA, ERP etc. is an advantage. Good knowledge and application of UN Staff Rules and Regulations is required.

Experience: A minimum of seven (7) years of progressively responsible experience in human resources management, administrative services or related area is required. Experience in application of UN Staff Rules and Regulations in operational environment is desirable, including administration of a broad range of entitlements and benefits. Experience in the use UN HRIS applications and UMOJA, ERP etc. is an advantage

Language: English and French are the working languages of the United Nations Secretariat. Fluency in English or French (both oral written) is required; knowledge of other language is desirable.

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 and disable candidates are strongly requested to apply****