



UNMIS

TEMPORARY VACANCY ANNOUNCEMENT (TVA)

TVA No. UNMIS-TVA-2010-FS4-HRSS-083

Location: Khartoum

Date Posted: Thursday, 25 November 2010

Deadline: Thursday 2 December 2010

Human Resources Assistant, FS-4

The United Nations Mission in Sudan (UNMIS) requires **Human Resources Assistant, FS-4** for an initial period of six (6) months to assist in the below-mentioned area.

RESPONSIBILITIES:

Within delegated authority, the Human Resources Assistant will be responsible for the following duties (these duties are generic, and may not be performed by all human resources assistants.):

Recruitment: Participate in the selection of international or national candidates, including evaluating and screening applications, preparing profiles of candidates and conducting preliminary interviews for locally recruited staff. Assist the Chief Civilian Personnel Officer (CCPO) in filling of posts, including initiating and following-up on reference checks and ensuring the completion of recruitment formalities. Oversee the maintenance of vacancy announcement files and tracking status.

Administration of entitlements: Review and process requests for entitlements and claims. Initiate, review, process and follow-up on actions related to the administration of entitlements in respect of the mission's staff members, ensuring consistency in the application of UN rules and procedures. Advise staff members regarding their entitlements, administrative procedures, processes, practices as well as duties and responsibilities. Conduct exit interviews for separating staff and assist in final arrangements. **Time and attendance:** Ensure consistency of time and attendance records of staff members' entities and monitor the usage of time and attendance, including the establishment of deadlines and review of batch results; adjust leave balances in the case of staff members arriving from other missions or assignments. Verify time and attendance records upon transfer to other duty stations or separation and maintain holiday reference tables.

COMPETENCIES:

Professionalism: Knowledge of human resources policies, procedures and practices and ability to interpret and apply them in an organizational setting. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **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. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; 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. **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 willingness to learn new technology.

QUALIFICATIONS:

High school or equivalent diploma, plus a combination of relevant experience. Certification/diploma or other academic qualifications or training in human resources management, business administration or related fields is desirable. At least six (6) years of progressively responsible experience in human resources management. Familiarity with human resource policies, rules and regulations. Knowledge of Nucleus and/or IMIS is a requirement. Fluency in spoken and written English; knowledge of a second official UN language is an advantage.

Candidates with relevant experience and qualifications who wish to be considered for this temporary assignment may indicate their interest by email to UNMIS-TVA@un.org by close of business on **Thursday, 2 December 2010**, citing the above TVA number in the subject line and enclosing their up-to-date Personal History Profile (PHP), available from <http://jobs.un.org>, as well as a copy of their two most recent performance evaluation reports. While this temporary assignment will provide the successful applicant with an ideal opportunity to gain additional work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Military personnel (TCC) and police personnel (PCC) on secondment cannot apply for this position during their tour of assignment nor can UN Volunteers in UNMIS and UNAMID who are currently serving or have served in the previous 6 months. Due to the volume of applications only those candidates under serious consideration will be acknowledged.