



Generic Job Opening for Human Resources Assistant UNSMIL-GS5-26/2017 (Open for 30 days)	
Title:	Human Resources Assistant
Level:	GS-5
Duty Station:	Tripoli
Section:	Human Resources
Date of Issue:	12 September 2017
Deadline for applications:	11 October 2017
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: http://tinyurl.com/unsmil-p11). Applications received in a different format will not be accepted.</p> <p>STEP 2: Qualified candidates MUST submit his/her application with the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS5-26/2017)</p>
JOB DESCRIPTION:	<p>1. Summary of principal functions. Under the overall supervision of the Chief Human Resources Officer; the incumbent of the post provides assistance in areas such as recruitment, staff development, performance management, administration of entitlements, and other HR related functions for staff in the mission.</p> <p>2. Major duties and responsibilities.</p> <p>The incumbent will be responsible for the following duties:</p> <p>Recruitment and placement</p> <ul style="list-style-type: none"> ▪ Assists in reviewing draft job openings ensuring that the evaluation criteria and responsibilities are in line with individual job descriptions; ▪ Assists with the review of applicants to ensure that candidates meet eligibility criteria, including requirements stated in the job openings; ▪ Initiates and follows-up on reference checks, in respect of academic verifications and employment records, ensuring the completion of the pre-recruitment formalities; ▪ Assists with the scheduling and coordination of assessment of candidates, including written assessments; competitive recruitment examinations and Competency Based Interviews;



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- Maintains up to date electronic roster for successful applicants to national category job openings, establishing contacts with candidates to update rosters;
- Advises staff and selected candidates on visa procedures and requirements.

Administration of entitlements and benefits

- Assists in the advice to Staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Reviews and maintains time and attendance records of staff, liaising with Sections and staff in cases of discrepancies;
- Reviews and processes HR related actions in the various HR applications when required;
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments;
- Assists in the research and preparation of written responses to queries related to HR matters.

Performance Management and Staff development

- Assists with guiding staff on performance management and staff development, monitoring compliance as required;
- Assists in the development of career development programme to support staff members career needs;
- Assists in the organization and conduct of training courses and workshops in consultation and coordination with Training Units;
- Assists in the research on the specific career needs of staff and make 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.

Others

- Undertakes research on a range of HR related issues and prepares notes/reports;
- Assists with the compilation and preparation of statistical reports on HR related areas;
- Conducts exit Interviews for separating staff and assists him/her in final arrangements;
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications;
- Assists in the provision of documentation and background materials relating to classification;
- Performs other duties as required.



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COMPETENCIES:	<p>Professionalism: 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.</p>
	<p>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 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.</p>
	<p>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.</p>
QUALIFICATIONS:	<p>Education: High school diploma or equivalent is required. Course work/training in human resources are highly desirable. Very good computer skills; knowledge of UN HRIS applications and ERP etc. is an advantage. Good knowledge of and application of UN Staff Rules and Regulations is highly desirable.</p> <p>Experience: A minimum of five (5) 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 working with ERP systems is desirable. Specific related experience working in the United Nations or other similar international organization is desirable.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For this position fluency in Arabic and knowledge of English are required.</p>



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<p>ADDITIONAL INFORMATION:</p>	<p>Due to the high volume of applications received, ONLY those applicants who are short listed will be notified. <u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p> <p>Recruitment in the General Service category shall be made in the country (Libya in this case) or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.</p>