



The United Nations Peacekeeping Force in Cyprus invites applications for
-Human Resources Assistant (GL4)-

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Org. Setting and Reporting

This position is located in the United Nations Peacekeeping Force in Cyprus (UNFICYP). The Human Resources Assistant will be under the supervision of the Chief of Human Resources Section. He/she is responsible to provide support to the Human Resources Section and undertake the following duties and responsibilities.

Responsibilities:

ADMINISTRATION

- Maintain up-to-date work unit files (both paper and electronic).
- Coordinate extensively with service units and liaises frequently with internal team members.
- Monitor the HR staff Time & Attendance records.
- Tracking/Logging of all HR incoming correspondence.
- Provide general office support services in the office; drafts and/or process a variety of correspondence and other communications; Information Circulars, Broadcast, To Whom it May Concern Letters, Note Verbale, Routing Slips etc.
- Maintain and keep official status files.
- Act as a backup when other HRS staff are on leave.

DATABASE FOCAL POINT

- Continuous maintenance of automated database systems containing HR related statistics.
- Prepare monthly/quarterly reports as and when requested.
- Security Staffing List (includes staff member dependents, home address, passport details;
- Review and update of Staffing List maintained by Military.

GENERAL

- Provide general office support services.
- Maintain reference files/records.
- Undertake research on a range of HR related issues.
- Perform other duties, as required.

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. 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.

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; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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.

Qualifications

Education:

- High school diploma or equivalent is required.

Experience:

- A minimum of three years of experience in human resources management, administrative services or related area is required.

Languages:

- For this position fluency in English (both spoken and written) is required.
- Knowledge of Greek and/or Turkish is an advantage.

Technological Awareness:

- Computer literacy (Microsoft Word, Excel, Power Point, internet and e-mail).
- Familiarity with information management systems, database systems.

Other requirements:

- Valid driving license;
- Ability to travel throughout the island.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

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 applicant's bank accounts.

Interested and qualified candidates are encouraged to apply by **specifying vacancy announcement # 7/2019. Candidates must complete the United Nations Personnel History form (P11) in English.**

The P.11 form could be downloaded from the UNFICYP website: www.unficy.org under Employment. Submit applications to:

Human Resources Section

Email: unficy-national-applications@un.org

Deadline for receipt of applications is 22 August 2019

Preference will be given to equally qualified women candidates.

Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Section

Please visit UNFICYP website for full details of the post.