



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

Mission Circular No. / 2016 - 0105 -

17 October 2016

TO: All UNFICYP Personnel

FROM: Joel Cohen
Chief of Mission Support

SUBJECT: Job Opening #21/2016 - Human Resources Assistant (GL-5)

1. Please find herewith, the following job opening for an Individual Contractor:

<u>Post Title</u>	<u>Office/ Section</u>	<u>Level</u>
Human Resources Assistant	Human Resources Management Section	GL-5

2. Eligible candidates are required to submit their completed Personal History form (P11) electronically to the email address unficyc-national-applications@un.org no later than **COB Friday, 28 October 2016.**

NOTE: This message is a notification. Please open/launch the PDF attachment which serves as the only official communication in this respect. Thank you.

PDF Attachment:

No file attached

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Status: Drafted



The United Nations Peacekeeping Force in Cyprus invites applications for the post of

- Human Resources Assistant (G-5) -

Organizational Setting and Reporting Relationships: This position is located in the Human Resources Management Section at United Nations Peacekeeping Force in Cyprus (UNFICYP). The Human Resources Assistant reports to the Chief of Section.

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

Recruitment and placement

- Processes applications for vacancies, including preparing and maintaining case files for candidates, ensuring and monitoring the transfer of files of candidates between offices, arranging for interviews, and entering data on candidates into the automated roster.
- Assists in the filling of posts, including initiating and following-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, calculating salaries and related benefits, and preparing and dispatching offers of appointment and Statement of Emoluments.
- Assists in the evaluation and screening of applications of candidates for secretarial, clerical and related categories positions.
- Maintains vacancy announcement files and tracks status of vacancy announcements.
- Coordinates with Executive Offices and selected candidates on travel arrangements, visa matters and shipment of personal effects.
- Prepares agenda and provides relevant documentation required for recruitment related meetings.
- Advises staff on visa matters.

Staff development and career support training

- Assists in the organization of training courses and workshops.
- Provides logistics and administrative support to trainers.

General

- Provides general office support services; drafts and/or processes a variety of correspondence and other communications.
- Sets up and maintains reference files/records (electronic and paper).
- Schedules appointments/meetings, monitors deadlines, etc.
- Undertakes research on a range of HR related issues and assists in the preparation of notes/reports.
- Maintains automated database containing HR related statistics and prepares periodic reports.
- Assists in the preparation of necessary documentation for distribution to various offices, departments and overseas offices.
- Performs a variety of administrative duties (e.g. request for office supplies and equipment, etc.).
- May provide guidance/training to less experienced staff.
- Performs 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.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Qualifications:

Education: High school diploma or equivalent is required.

Experience: A minimum of five years of experience in human resources management, administrative services or related area is required.

Language: English and French are the working language of the United Nations Secretariat. For this position fluency in English (both spoken and written) is required. Knowledge of Greek and/or Turkish is an advantage.

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

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applications are pre-screened according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted.

Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Interested and qualified candidates are encouraged to apply by **specifying job opening # 21/2016**.

Candidates must complete the United Nations Personnel History Form (P11) and a Cover Letter. All documents must be submitted in English. The P.11 form can be downloaded from the UNFICYP website: www.unficy.org under Employment. Submit applications to:

The Human Resources Management Section
Email: unficy-national-applications@un.org

*Deadline for receipt of applications is **Friday 28 October 2016**
Preference will be given to equally qualified women candidates.
Only **shortlisted** candidates shall be contacted by the
UNFICYP Human Resources Management Section
Please visit UNFICYP website for full details of the post.*