



The United Nations Peacekeeping Force in Cyprus invites applications for the post of
- Human Resources Assistant (G-6) -

Organizational Setting and Reporting

This position is in the Human Resources Management Section of the United Nations Peacekeeping Force in Cyprus (UNFICYP). The Human Resources Assistant reports to the Chief Human Resources Management Officer (CHRMO) to whom he/she provides assistance.

Responsibilities

Within delegated authority, the Human Resources Assistant will be responsible for the following duties, most of which are associated with the core functions of the HR Partner in Umoja:

Recruitment and on-boarding:

- Assists in the filling of posts, including preparing and dispatching offers of appointment and Statement of Emoluments, initiating and following-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, and preparing letters of appointment.
- Coordinates with Executive Offices and selected candidates on travel arrangements, visa matters and shipment of personal effects.
- Conducts inductions with new staff members and briefs them on HR entitlements, duties and obligations
- Executes personnel actions in Umoja.

Administration of entitlements:

- Provides advice and answers general queries on entitlements upon recruitment and throughout.
- Reviews and processes requests for entitlements and claims, including education grant, rental subsidy, dependency allowance and language allowance.
- Processes personnel actions in Umoja.

Staff development and career support training:

- Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs.
- Provides induction orientation and briefing to new staff members.
- Assists in the organization and conducts of training courses and workshops.

Budget:

- Assists in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

Travel:

- Coordinates the travel of civilian and military personnel including civilian police, traveling to and from a wide range of member states in connection with mission duties.
- Provides information about frequency of air services and provides advice to staff and consultants on the most direct and economical airfare rates for such travel as permitted by the rules and regulations.

General:

- Trains and provides supervision to new and lower-level staff in the unit.
- Runs periodic Umoja Business Intelligence Reports for operational and monitoring purposes.
- Maintains automated database containing HR related statistics and prepares periodic reports.
- Updates staffing table, monitors organization management, and maintains organizational charts
- Undertakes research on a range of HR related issues and assists in the preparation of notes/reports.
- Provides general office support services; drafts and/or processes a variety of correspondence and other communications.
- Schedules appointments/meetings, monitors deadlines, etc.

Competencies

PROFESSIONALISM: Knowledge of the human resources policies, procedures and practices applicable to the administration of benefits, entitlements and contracts 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

PLANNING AND 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.

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.

Education

High school diploma or equivalent.

Work Experience

A minimum of seven years of experience in human resources management, administrative services or related area is required. Experience in application of UN rules and regulations covering entitlements, benefits and contract administration is desirable. Successful completion Computer Based Trainings (CBTs) such as Umoja Overview, ECC Navigation, OM Overview, Create HR and Entitlement Travel, Mini-master, Contract Administration course in Inspira is highly desirable. Working experience in Umoja HR related functions or similar is highly desirable.

Languages

English is the working language of UNFICYP. For the post advertised, fluency in oral and written English is required. Knowledge of Greek and/or Turkish is an advantage.

Assessment

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 vacancy announcement # 11/2016. 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.unficyp.org under Employment. Submit applications to:

The office of Chief of Mission Support
Email: unficyp-national-applications@un.org

*Deadline for receipt of applications is 27 May 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.*