



**United Nations Assistance
Mission in Afghanistan (UNAMA)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT**

Vacancy No.	09/04/2021
Post Title	Assistant Human Resources Officer
Level	NO-A (Fixed-term)
Organizational Unit	Human Resources and Training Section
Location	Kabul HQ
Number of position	1
Issuing Date	27/04/2021
Closing Date	11/05/2021

Important note: UNAMA will only accept properly completed and signed Personal History Form's (P.11) received by the due date. **CVs or resumes** will not be considered nor will late submissions after closing date.

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

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

Recruitment and Staff Selection

- Assists in the management of recruitment process including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening candidates.
- Reviews job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in the line with GJP's and Standard on Requisitions.
- Arranges and conducts interviews for selection of candidates.
- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and providing inputs on new procedures on recruitment and staff selection.
- Reviews and determines eligibility of applicants in line with requirements stated in the job openings.
- Initiates and follow-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 appointments and Statement of Emoluments.

Administration of entitlements and Benefits

- Advises Team Leaders of the Units or Deputy/Chief Human Resources Officer on the development, modification and implementation of United Nations policies and practices on entitlements.
- Assists in advising and guiding managers and staff on human resources related matters.
- Monitors issues on conditions of services for staff and advises the supervisor of any developments.
- Conducts research and prepares written responses to queries related to HR matters.
- Assists in the monitoring and evaluating the effectiveness of the related guidelines, HR rules, regulations practices and procedures.

Administration of Justice

- Researches and compiles the mission's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system.
- Provides inputs to efforts and measures aimed at addressing and mitigating staff grievances with the purpose of resolving them at the lowest practical level.

- Assists with the development of preventive activities such as training and sharing best practices and recent jurisprudence related to human resources management.

Other:

- Assists with the development of a communication strategy with a dedicated intranet page on HR issues and regular formal and informal meetings.
- Drafts content on HR issues for broadcasts and publication in the CMS Bulletin.
- Conducts research on precedents, policy rulings and procedures.
- Maintains human resources information systems, including constant update and generation of information and reports for use by management.
- Performs other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with 1 additional year of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

Relevant years of work experience is not required for applicants with a relevant Master's degree to the position advertised. However, applicants with a Bachelor's degree must have a minimum of 2 years of progressively responsible experience in human resources management, administration or related area is required.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Dari or Pashto is desirable.

Special measure:

The minimum work experience for NO-A is reduced to 1 year, instead of the standard minimum requirement work experience of 2 years. The special measure extended until 31 December 2021 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. 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 in men in all areas of work.

Planning & 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.

APPLICATIONS

- **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 APPLICANTS' BANK ACCOUNTS.**
- **Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**
- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_support@un.org
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants:** Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.
- **IMPORTANT: Applicants should copy and paste VA Number as VA#09/04/2021 into the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

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.