



United Nations Assistance Mission for Afghanistan (UNAMA)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	27/04/2023
Post Title	Human Resources Assistant
Level	GL-4 (Fixed-Term Appointment)
Location	Kabul HQ
Number of posts	01
Issuing Date	13/04/2023
Closing Date	27/04/2023
Duration	One (1) year

Qualified female candidates are highly encouraged to apply

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

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief, Human Resources Officer, the Human Resources Assistant will be responsible for the following duties:

Recruitment and placement:

- Assists with the processing of recruitment for international and national positions.
- Assists with the review of applications 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.
- Initiates and prepares offer of appointment, including Statement of Emoluments, for review by the Human Resources Officer.
- 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.
- Assists with inductions and administrative arrangements for newly recruited staff.
- Contributes to the development of systems and methods for disseminating information to mission personnel on training and staff development opportunities, including distance-learning, self-study, and other sources of learning.
- Collects and maintains statistical data on training activities and responds to queries and requests for information on training programmes.
- Drafts routine and ad hoc outputs and provide effective monitoring reports and data.
- Must have an extensive knowledge on MS Excel and Power BI.

Administration of entitlements and benefits:

- Reviews and maintains time and attendance records of staff, processing leave requests, liaising with Sections and staff in cases of discrepancies.
- Maintains and regularly updates official status files for national staff in the missions.
- Processes, under guidance by supervisors, entitlements and benefits related actions in the system.
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments.
- Prepares and drafts statistical reports, memorandum and faxes for review by the Supervisor.

Others:

- Assists with the compilation and preparation of statistical reports on HR related areas.
- Assists with the communication to separating staff on exit interviews and assists them with final arrangements.
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications; Prepares and drafts written response to queries concerning HR related matters.

- Assists in providing documentation and background materials relating to classification of posts.
- Performs other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma OR a first level university degree in learning and development, management, public or business administration or related area is required.

Work Experience: A minimum of three (3) years of progressively responsible experience in human resources management, administrative services or related area is required. With relevant first level university degree (bachelor) one (1) years of relevant experience 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. Course work/training in human resources are highly desirable.

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

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.

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 the audience. Demonstrates openness in sharing information and keeping people informed.

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

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: unamava_support@un.org.

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#27/04/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#27/04/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 four (4) to six (6) weeks from the deadline indicated on the VA.
- **Required documents to be submitted along with the signed and completed UN P.11:**
 - **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
 - **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

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 in applicants bank account.

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.

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.