



UNITED NATIONS MISSIONS FOR THE REFERENDUM IN WESTERN SAHARA
MINURSO

MINURSO HQ, LAAYOUNE, P.O. BOX 5846, NEW YORK, NY 10163-5846, USA
TEL: (1) 212- 963-1953 or (212) 528-986000 FAX: (212) 28-892893, 890944

Date: **09/09/2020**

Ref No: **MINURSO/JO-NIC-20/01**

Job Opening

National Individual Contractor

Human Resources Assistant

Functional title

Human Resources Section

Department/Office/Division

17 /09/ 2020

Deadline

Service/Section:	Human Resources Section	Estimated Start Date:	23/09/2020
Duty Station:	Laayoune/Western Sahara	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	Six (6) months	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief Human Resources Officer (CHRO), and direct supervision of the Human Resources Officer, the duties and responsibilities of the Human Resources Assistant include but are not limited to the following:

- Updating/Filing and shipping Official Status Files (OSF) to UNHQ and ensuring easy retrieval of documents and correspondence
- Processing of United Nations Laissez-Passer (UNLPs)
- Processing of Check-in and Check-out
- Processing of contracts and Pension documents
- Contributing to the daily running of the office; Receiving, screening, logging and distributing correspondences, attaching necessary background information; Maintaining follow-up system, drawing of supervisor's attention to anything that needs urgent attention.
- Organizing administrative tasks according to their priority and adherence to deadlines.
- Drafting and typing of routine and non-routine correspondence and ensures follow-up.
- Organizing meetings and drafting the minutes of the meetings
- Coordinating extensively with HR staff in providing pertinent information within the section and liaise frequently with other sections on HR matters and rendering assistance where necessary.
- Keeping inventory of the office Stationery, ensuring that supplies are adequate, preparing requisitions for replacement when necessary.
- Coordinating the maintenance of office equipment.
- Provide administration support to chief HR and other staff of HRS.
- Coordinating with Military HR Representative/CMPO Office on IUP travels and locate/propose alternate flight routes for the RSCE.
- Follow up with the RSCE on pending travel submissions for all Personnel and timely issuance of Air tickets.
- Reviewing daily Reports on pending Travel Requests and Expense Reports.
- Assist by loading documents into COSMOS for the Regional Service Center in Entebbe(RSCE).

- Coordinate with Travel Processing Officer (TPO) on tracking and processing on behalf travel request by securing appropriate documents.
- Assist TPO and Travel Certifying Officer (TSA) on following up on within Mission Travel and WFP/UNHAS flight bookings and cancellations.
- Assist recruitment process by following up on reference verification and background checks. Perform other duties as required.

COMPETENCIES

Professionalism: 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.

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.

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.

For Managerial Positions:

QUALIFICATIONS

Experience: Two years (2) years of experience in human resources management, Travel field, administrative services or related area is required.

Education: High School Diploma or equivalent is required.

Languages: Fluency in written and spoken English is required. Knowledge of French is desirable.

Other Skills: Knowledge of computer skills.

Additional Comments:

DOCUMENTS REQUIRED:

- Cover Letter**
- PHP**
- Others:**

ALL SUBMISSIONS TO BE SENT TO THE FOLLOWING ADDRESS:

minurso-vacancies@un.org