



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

Vacancy No.	07/04/2021
Post Title	Human Resources Assistant
Level	GL-5 (Fixed-term)
Organizational Unit	Human Resources Section and Training Section
Location	Kabul, HQ
Number of posts	01
Issuing Date	22/04/2021
Closing Date	06/05/2021
Duration	One Year (with possibility of extension, subject to availability of fund)

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 Associate Human Resources Officer/Team Leader, the incumbent will perform the following duties.

Recruitment and placement:

- Assists in reviewing draft job openings ensuring that the evaluation criteria and responsibilities are in line with Generic Job Opening (GJP) and standard/individual classified job descriptions.
- Assists with the review of applicants 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(s).
- Assists with the scheduling and coordination of assessment of candidates, including written assessments, competitive recruitment examinations and Competency Based Interviews.
- 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.

Administration of entitlements and benefits:

- Advises staff on the application and implementation of Human Resources policies, procedures, regulations, and rules concerning entitlements and benefits of national and international staff.
- Reviews manually submitted time and attendance records of national and international staff verses Umoja records, liaising with Sections and staff in cases of discrepancies.
- Reviews and certifies the relevant documents for the entitlements and benefits related actions by Kuwait Joint Support Office (KJSO) in Umoja.
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments.
- Conducts research and prepares written responses to queries related to HR matters.
- Follows-up with the KJSO HR Partners on the entitlements and benefits related issues of national and international staff.
- Assists with guiding staff on performance management and staff development.
- Follows-up with staff and their supervisors on completion of e-Performance by the given deadline.
- Follows-up with United Nations Joint Staff Pension Fund (UNJSPF) on separated national staff pension related issues.
- Assist national and international staff in check-in/check-out related issues.

Other duties:

- Assists in drafting routine correspondence, such as internal memorandum, letters, routing slips, etc.
- Prepares and drafts written response to queries concerning Human Resources related matters.
- Undertakes research on a range of Human Resources related issues and prepares notes/reports.
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications.
- Assists with the compilation and preparation of statistical reports on Human Resources related areas.
- Ensures post management is conducted in line with established standard procedures and that Managers and staff are adequately advised and briefed on post related actions.
- Assists with reviewing and processing requests for classification, advising and answering queries on classification procedures and processes.
- Assists in providing documentation and background materials relating to classification.
- Trains and provides supervision to new and lower-level staff in the unit.
- Performs other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education:

- High school diploma or equivalent is required.
- Course work/training in human resources are highly desirable.

Work Experience:

- A minimum of Four (4) years of progressively responsible work experience in human resources management, administrative services or related area is required.
- Work experience in drafting routine human resources correspondence is required.
- Demonstrated experience in human resources management in international organizations is highly desirable.
- Prior relevant work experience with UN or other international organizations is desirable.

Skills/knowledge:

- Good computer skills with extensive experience in word processing, spreadsheets, MS teams and other software applications.
- Must have demonstrated excellent interpersonal, communications, organizational and service-oriented skills.

Languages:

- Fluency in written and oral English is required.
- Fluency in Pashto/Dari is required.

Special measure:

The minimum work experience for GL-5 is reduced to four (4) years, instead of the standard minimum requirement work experience of five (5) years. The special measure is extended until 31 December 2021 to reduce the minimum required years of relevant work experience for filling of 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.

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#07/04/2021** 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#07/04/2021**. 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.