



UNHCR JOB DESCRIPTION (STANDARD)

IDENTIFICATION OF POSITION

Position No: **10016705**

Position Title: Senior Human Resources Assistant (Temporary Appointment)

Position Grade: **G-5**

Position Location : Washington DC, USA

POSITION REQUIREMENTS

ORGANIZATIONAL CONTEXT.

Senior Human Resources Assistant will function under direct supervision of the Senior Regional Admin/Programme Officer, assisting him/her in personnel administration and other HR related matters, including the process of recruitment and appointment of staff, and in the performance management and welfare issues of staff under area of responsibility (AOR).

FUNCTIONAL STATEMENT.

Accountability (*key results that will be achieved*)

- The workforce in the AOR is well-informed of the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

Responsibility (*process and functions undertaken to achieve results*)

- Assist in the recruitment, assignment, reassignment and separation of local general service staff. Prepare documents for the interview panel for the recruitment of local staff.
- Process local staff members' contracts, entitlements and benefits in accordance with Staff Rules and established HR procedures.
- Update personnel related information in MSRP/HR module where this activity has been rolled out from PAPS to the respective office.
- Advise staff members on their rights, obligations, benefits and entitlements, and assist them in interpreting UN/UNHCR staff rules and regulations.
- Assist newly-arrived international staff with administrative formalities related to their accreditations, security/ground passes, submission of completed forms and related documents to headquarters, arrange travel and hotel reservations
- Assist with shipment of their personal effects in coordination with the logistics section.
- Administer UNHCR medical insurance plan for locally recruited staff. Provide administrative support to staff and dependants in case of medical evacuations, as well as security evacuations/relocations. Maintain daily tracking record of staff and families to provide accurate information in case of emergency.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
- Perform other related duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Initiate calculations for payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.
- Initiate routine correspondence on HR matters for the authorizing officer's approval.

REQUIRED COMPETENCIES.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input checked="" type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of secondary education with certificates in secretarial and administrative training.
- Minimum 5 years of previous relevant work experience.
- Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization.
- Fluency in English and working knowledge of another relevant UN language or local language.
- Authorization to work in the United States

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Working knowledge of other UN language(s).
- Field experience with UNHCR and/or with other humanitarian organizations is an asset.
- High IT affinity and working experience of PeopleSoft/MSRP.

SPECIAL NOTICE

This Temporary Appointment (TA) is for four months, with the possibility of extension (subject to extension of the mandate and/or availability of funds), and the selected candidate is expected to be deployed June 2018.

SUBMISSION OF APPLICATION

Interested candidates meeting the above requirements are requested to submit 1) UNHCR Personnel History Form - signed available: www.unhcr.org/recruit/unhcr-phf.docm if needed extra space, please also use Supplementary Sheet available: www.unhcr.org/recruit/unhcr-phf-sup.docm along with 2) a letter of motivation by e-mail to usawaadm@unhcr.org quoting "TA Snr. HR Assistant G5" in the subject line of the email. Late or incomplete application will not be accepted.

Application deadline is Friday 23 March 2018 by close of business, 5 p.m (Washington DC time).

Receipt of application will not be acknowledged and only those who are short-listed will be contacted to undergo a written test and interview.

Please no phone calls.