



TEMPORARY JOB OPENING

Functional Title & Level:	Human Resources Assistant (GS-5)
Duty Station:	Port-au-Prince, Haiti
Posting Period:	20 - 28 September 2018
Job Opening Number:	MINUJUSTH-TJO-2018-001

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board and at the MINUJUSTH website web <https://minujsth.unmissions.org/offres-demploi>.

Important Functional title and job opening number MUST be indicated in the subject of your e-mail application to be considered for review.

Organizational Setting and Reporting

This position is located in the United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the establishment of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; to further support and develop the Haitian National Police; and to engage in human rights monitoring, reporting, and analysis among others.

The **Human Resources Assistant (GS-5)** typically reports to the Human Resources Officer .

Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

Administration of entitlements and benefits

- Advises staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;

- Reviews and maintains time and attendance records of staff, processing leave requests, liaising with Sections and staff in cases of discrepancies;
- Reviews and processes entitlements and benefits related actions in ERP;
- 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.
- Review and maintain entitlements of Uniformed Personnel data queries;
- Assist in following up on travel related queries From Uniformed personnel;

Others

- Undertakes research on a range of HR related issues and prepares notes/reports;
 - Assists with the compilation and preparation of statistical reports on HR related areas;
- Assist in the check-out for separating staff /IUP and assists him/her in 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 on Uniformed Personnel related;
 - Hand-on training to staff members and Uniformed Personnel on Travel Solution;
 - Performs other duties as required

Competencies

- **Professionalism:** Shows pride in work and 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.
- **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.
- **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.

Education

High school diploma or equivalent is required. Course work/training in human resources are highly desirable. Very good computer skills; knowledge of UN HRIS applications and ERP etc. is an advantage.

Work Experience

A minimum of five (5) years of progressively responsible experience in human resources management, administrative services or related area 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.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in French (both oral and written) is required; Working knowledge of English is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.