



## TRUCE SUPERVISION ORGANIZATION

## JOB OPENING – INTERNAL/EXTERNAL

VACANCY NUMBER:	22-024
DEADLINE FOR APPLICATION:	06 October 2022
DATE OF ISSUANCE:	07 September 2022
POST TITLE:	Senior Human Resources Assistant
POST LEVEL:	G-7
POST NUMBERS:	30912141
SECTION/UNIT:	Human Resources
DUTY STATION:	Jerusalem

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

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**QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

*UNTSO was the first peacekeeping operation established by the Security Council, in its resolution 50 (1949), and continues to represent the commitment of the Council to assist in the implementation of the 1949 Armistice Agreements and their attendant ceasefires. In its resolution 73 (1949), the Council requested the Secretary-General to arrange for the continued service of such UNTSO personnel as might be required in observing and maintaining the ceasefire, as requested by the Council in its resolution 54 (1948), and as might be necessary in assisting the parties to the Agreements in the supervision of the application and observance of the terms of those Agreements. UNTSO is mandated to observe and maintain the unconditional ceasefires and assist the parties to the 1949 Armistice Agreements in the supervision of the application and observance of the terms of those Agreements. Its mandate derives from Security Council resolutions and decisions, including foundational resolutions 50 (1948), 54 (1948), and 73 (1949). UNTSO 's activities are spread over Egypt, Israel, Jordan, Lebanon and the Syrian Arab Republic to maintain the regional liaison architecture established under the Armistice Agreements.*

### Responsibilities

Reporting directly to the Human Resources Officer, and overall supervision of the Chief Human Resources Officer (CHRO), the Senior Human Resources Assistant will be part of the Client Support Cell and will carry out following duties and responsibilities (These duties are generic, and may not be performed by all Senior Human Resources Assistants at the GS-7 level):

### Recruitment and placement

- Reviews job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with the approved or classified documents.
- Assists with forecasting and identifying vacancies, preparing job openings, reviewing, and screening of candidates.
- Assists in conducting preliminary reviews, prepares and submits recruitment cases to (Field) Central Review Bodies.
- Participates in the selection of candidates, including conducting roster searches for applicants and identifying short-lists of candidates, evaluating and screening applications, generating personal history profiles of candidates, facilitating the interview process and acting as ex-officio.
- Assists in the filling of posts for all categories, including initiating and following-up on reference checks and academic verifications, ensuring the completion of prerecruitment formalities, calculating salaries and related benefits, preparing and dispatching offers of appointments and Statement of Emoluments.
- Maintains job opening files, ensuring closure of job openings in HRIS upon completion of selection.
- Maintain recruitment dashboard and statistics for national and international recruitments on a weekly basis.
- 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**

- Supervises and supports maintenance of Umoja/ERP entitlements reference tables; Reviews data pertaining to conditions of service.
- Reviews and processes requests for entitlements and exceptions to the Staff Rules and Regulations concerning travel entitlements, currency of payment of emoluments and rental subsidy.
- Monitors issues on conditions of service of staff and advises the supervisor of any developments.
- Interprets, explains, and administers entitlements and benefits in line with conditions of service, staff regulations and rules.
- Advises and guides staff on the application and implementation of HR policies, procedures, regulations, and rules concerning entitlements and benefits.
- Reviews and processes entitlements and benefits related actions 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.

### **Planning and Budget**

- Contributes to the mission planning process throughout the mission lifecycle for determining the staffing requirements and advises on emerging capacity gaps in accordance with the mission's mandate.
- Contributes to the budget development process and provides advice to the Senior Management Team on the human resources requirements and organizational structure of all sections based on the FPD guidelines on budget review.
- Advises hiring managers on loaning of posts between sections and movement of posts and staff between locations based on the SOP on Staffing table and Post Management.
- Assists with the review of recommendations resulting from staffing reviews and translates them into staffing requirements for purpose of budget preparation.
- Assists in reviewing and processing requests for classification, providing advice on classification procedures and processes.
- Assists in providing documentation and background materials relating to classification of posts.
- Monitors staffing related costs and expenditures in ERP in line with funds allotment, ensuring that funds for staffing costs are available, where necessary alerts the HRO to follow up with Finance and Budget Office to deploy funds to meet any shortfall.
- Ensures that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget.

### **Performance Management and Staff development**

- Assists with guiding staff on performance management and staff development, monitoring compliance as required.
- Assists in the development of career development programme to support staff members career needs.
- Assists in the organization and conduct of training courses and workshops in consultation and coordination with Training Units.
- Research on the specific career needs of staff and make appropriate recommendations and staff development plans in line with the HR work-plan.
- Assists with the development and conducting courses related to general and human resources management needs.

### **Classification**

- Assists in reviewing and processing requests for classification.
- Provides advice and answers general queries on classification procedures and processes.
- Assists in providing documentation and background materials relating to classification appeals.

### **General**

- Supervises the maintenance of automated databases and the centralized reference and filing systems.
- Undertakes research on a range of HR related issues and prepares notes/reports.
- Conducts research on precedents, policy rulings and procedures.
- Supervises compilation and preparation of statistical reports on HR related issues.
- Assists in the preparation of information circulars for HR related issues.
- Assists as required in Staffing Table Management, Organizational Management & Classifications
- Assists as required in HR Projects, Data analysis & statistical reporting.
- Assists with the compilation and preparation of statistical reports on HR related areas.
- 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.
- Conducts exit Interviews for separating staff and assists him/her in final arrangements.
- Performs other duties as required.

## Competencies

**Professionalism** – Knowledge of human resources policies, procedures and practices, and ability to interpret and apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. Shows pride in work and in achievements; demonstrates professional competence and proficiency in 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. **Planning & Organizing** – Develops clear goals that are consistent with agreed strategies. Identifies priority activities of assignments. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Uses time efficiently. **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; tailor’s language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

## Education

High school diploma or equivalent is required. Training and work experience in human resources is required. Excellent computer skills. Knowledge of UN HRIS applications and ERP, etc. (like UMOJA and Inspira) is an advantage. Knowledge of and application of UN Staff Rules and Regulations is desirable.

## Work Experience

A minimum of ten (10) 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

Fluency in English (written and oral) is required; working knowledge of Arabic and/or Hebrew (read, speak and understand) is desirable.

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

## Other Skills

A valid driver’s license in Jerusalem is an advantage.

## Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

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The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

### **SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

- *APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED*
- *ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED*
- *ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT*

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### **How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:**

The UNTSO Jobs page, <https://untsso.unmissions.org/untsso-jobs>, will include all Job Openings.

1. To start the application process, applicants must download a Personal History “P.11” form. **Note:** Any other form of application will not be accepted.
2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: [yattakayampareed@un.org](mailto:yattakayampareed@un.org)
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge.
4. Submit a written cover-page application in addition to your completed and signed Personal History form.

5. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
  6. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
  7. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
  8. For **internal candidates**: Ensure that your application is scanned [vattakayampareed@un.org](mailto:vattakayampareed@un.org) from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
  9. For **internal candidates and UN staff from agencies**: Attach your latest two Performance Reports.
  10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.
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#### **United Nations Considerations**

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence, and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural, and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**

#### **At your interview**

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency-based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion-based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency-based interviews, click <https://careers.un.org>

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**Applications should be addressed to: Mr. Nasim Vattakayam Pareed, HR Partner  
UNTSO Recruitment Team  
Email: [vattakayampareed@un.org](mailto:vattakayampareed@un.org)**