

**TRUCE SUPERVISION ORGANIZATION****TEMPORARY JOB OPENING – Internal/External**

<b>VACANCY NUMBER:</b>	<b>19/012</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>11 June 2019</b>
<b>DATE OF ISSUANCE:</b>	<b>17 June 2019</b>
<b>POST TITLE:</b>	<b>Human Resources Assistant</b>
<b>POST LEVEL:</b>	<b>G-5</b>
<b>POST NUMBERS:</b>	<b>30907865</b>
<b>SECTION:</b>	<b>Human Resources Section</b>
<b>DUTY STATION:</b>	<b>Jerusalem</b>

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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**

**Special Notice**

The temporary position is intended to fill the functions for a short-term duration up to 30 June 2020 with a possibility of extension subject to the availability of the position. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Candidates should have no expectation of any fixed-term appointment possibility after the end of this temporary assignment. Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

**Responsibilities**

Reporting directly to the immediate supervisor, international Human Resources Assistant, and overall supervision of the Chief Human Resources Officer (CHRO), the Human Resources Assistant will be part of the HR Specialist Unit and IUP (International Uniformed Personnel Cell) and will carry out following duties and responsibilities (These duties are generic, and may not be performed by all Human Resources Assistants at the GS-5 level):

**Recruitment and placement**

- Prepare Job Openings in accordance with classified Job Descriptions and advertise on established platforms.
- Assists in reviewing draft job openings ensuring that the evaluation criteria and responsibilities are in line with individual job descriptions;
- Assists with the review of applicants to ensure that candidates meet eligibility criteria, including requirements stated in the job openings;
- Maintain recruitment dashboard and statistics for national and international recruitments on a weekly basis.
- 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 offers of appointment, including Statement of Emoluments, for review by the immediate supervisor;
- Assists with the scheduling and coordination of assessment of candidates, including written assessments; 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 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.

**General:**

- As part of IUP Cell assist in administration of IUPs (International Uniformed Personnel) in Umoja
- Assists as required in Staffing Table Management, Organizational Management & Classifications
- Assists as required in HR Projects, Data analysis & statistical reporting
- Assists as required in the Budget process
- Assists with the compilation and preparation of statistical reports on HR related areas;
- 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 concerning HR related matters;
- 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;
- 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 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. 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 like UMOJA and Inspira is an advantage. Good knowledge of and application of UN Staff Rules and Regulations is desirable.

**Work Experience**

A minimum of seven (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**

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

**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.

**United Nations Considerations**

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**

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.

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**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**  
***Only applications submitted online will be considered.***

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

The UNTSO Jobs page, <https://untso.unmissions.org/untso-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: [untso\\_staffing@un.org](mailto:untso_staffing@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 to [untso\\_staffing@un.org](mailto:untso_staffing@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 ePerformance Reports.
10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.

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### 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 "behavioral interviews" or "criterion based interviews." Such interviews are based on the concept that past behavior 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 [here](#).

**Applications should be addressed to: Chief Human Resources Officer, UNTSO**  
**Email: [untso\\_staffing@un.org](mailto:untso_staffing@un.org)**