
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Assistant Human Resources Officer, NO-A
Department/Office:	UN Verification Mission in Colombia, Human Resources Unit
Location:	Bogotá, COLOMBIA
Posting Period:	30 days (22 February – 23 March 2021)
Job Opening Number:	UNVMC-NJO-2021-003

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

IMPORTANT NOTE:

In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application is properly signed and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. Kindly ensure that you include the job opening number for the above position in your e-mail application. Only short-listed candidates will be contacted.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application.

Only Colombian Nationals are eligible to apply for National Job Openings.

Organizational Setting and Reporting

This position is located in the UNVMC Human Resources Unit. The incumbent will report to the UNV Programme Manager and Chief Human Resources Officer as the second line supervisor.

Responsibilities:

Within delegated authority, the Assistant Human Resources Officer will carry out the following duties:

Recruitment and Onboarding

- Reviews Descriptions of Assignment sent by different sections and units of the Mission, checks functions according to the volunteer modality, proposes corrections, submits

Descriptions of Assignments in the UNV Human Resources system;

- Participates in interviews as panel member, contacts candidates, organizes and reviews written assessments, proposes interview questions and indicators, evaluates answers, among other tasks involved in the recruitment process;
- Provides induction workshops to new arrivals together with the UNV Programme Manager, prepares materials for the induction, collects administrative documents of arrival, uploads recruitment documents in Volunteer Management Application Modules (Vmam), generates Field Support Suite (FSS) templates, creates index numbers and bank details in Umoja for UN Volunteers, etc.

Human Resources Administration

- UNV Leave Management: Reviews leave requests and checks documentation and leave cards, approves Annual Leave in FSS, reviews request for Rest and Recuperation and checks that requests are according to the administrative instruction, approves Rest and Recuperation, reviews requests of Travel Time and approves them according to rules, as well as Home Visit, OB, Learning Leave, etc.
- UNV data base: Updates the Master List, Distribution List, Atlas reports, loan forms. Maintains the UNV web site with all the necessary and accessible documentation needed by UN Volunteers (forms, templates, etc.).
- Visas management: Collects from the UN Volunteers the necessary documentation to be uploaded in Cancilleria (Chancellery) platform. Keeps track of the validity of the Visas uploading the information in the Master List, informs volunteers about the expiration date and prepares in advance the Visa extensions.
- Supports FSS check-in and check-out. Uploads entry on duty documents in Volunteer Management Application Modules(Vmam) to support check-in. Approves FSS check-in. Uploads banking documentation in Umoja, creates Travel Requests for deployments, etc.

General Client Support

- Volunteer Support: maintains a fluid communication with the volunteers, responding to their questions and sending to the volunteers the information needed. Supports in case of finance issues by updating bank details;
- "I need service" system: maintains in need tickets updated in the platform.
- Performs other related duties in the framework of their functions that are requested according to the policies, regulations, and procedures of UNV Colombia.

Core values:

Professionalism: 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

Respect for diversity: Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

COMPETENCIES:

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 time line for delivery of product or services to client.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education:

Advanced university degree (Master's degree or equivalent) in Business or Public Administration, Sociology or a related field is required.

A first level university degree in combination with two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of one year of progressively responsible experience in human resources management, administration, or related area is required.

Experience in International organizations is desirable.

Languages:

English and French are the working languages of the United Nations. For the position advertised, fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

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 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 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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

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 ON APPLICANTS' BANK ACCOUNTS.