

---

## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING Internal / External

---

Job Title & Level:	Senior Human Resources Assistant, GS-7
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Human Resources Unit
Location:	Bogota, COLOMBIA
Posting Period:	6 September – 5 October 2022
Job Opening Number:	UNVMC-NJO-2022- 037. Fixed-Term for one year with the possibility of extension.

---

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

---

### **IMPORTANT NOTE:**

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, either **P-11 or PHP** is **properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org).

Please be advised that only applications using the UN P-11 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.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SckVjg-e3073SwTDG1VQf1oLTWfUQ4>*

*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.*

## **ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS:**

This position is located in the Client Support Team of the Human Resources Unit of the Operations and Resource Management Section in the Mission Support Division of the United Nations Verification Mission in Colombia (UNVMC). The incumbent will report to the Chief of the Client Support Team and Chief of Unit, Human Resources.

## **RESPONSIBILITIES:**

Within delegated authority, the Senior Human Resources Assistant will be responsible for the following duties:

### **Recruitment and Placement**

- Assists in the filling of posts, including initiating and following-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, calculating salaries and related benefits, and preparing and dispatching offers of appointment and Statement of Emoluments.
- Provides input into policy development for the HR policies of staff in the General Service and related categories.
- Reviews and processes personnel actions through UMOJA.
- Advises staff on visa matters.

### **Administration of Entitlements**

- Supervises and supports maintenance of UMOJA entitlements reference tables.
- Reviews and processes 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.
- Performs transactional activities such as onboarding, staff movements, contract administration including extensions, benefits and entitlements, such as dependency allowance, education grant, special education grant, special post allowance, mobility; separations; and reviews requests for entitlements received from staff members from the Umoja work center, I-Need and Field Support Suite (FSS).
- Monitors issues on conditions of service of staff and advises the supervisor of any developments.

### **Staff Development and Career Support Training**

- Assists in the organization and conduct of training courses and workshops.

### **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.
- Conducts exit interviews for separating staff 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; performs budget preparation input monitoring and implementation in UMOJA, etc.; sets up and maintains files/records (electronic and paper); schedules appointments/meetings, monitors deadlines, etc.
- Prepares written response to queries concerning HR related matters.

- Trains and provides supervision to new and lower-level staff in the team.
- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.
- Performs other duties as required.

**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. 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.

**COMPETENCIES:**

**Planning & 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.

**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.

**EDUCATION:**

High school diploma or equivalent is required.

Any specialized training certificates in human resources management are desirable.

**WORK EXPERIENCE:**

A minimum of ten (10) years of progressively responsible experience in human resources management, personnel administrative services or related area is required.

A minimum of 6 years’ experience in a busy HR staff administration environment in an International Organization is desirable.

Experience in the administration of a broad range of entitlements and benefits, processing and troubleshooting personnel transactions in ERP/SAP (Systems Applications and Products) is desirable.

Experience in the application of Staff Rules and Regulations with the United Nations or a similar international organization in an operational environment is desirable.

Experience in the development of standard operating procedures and guidelines related to human resources policies or human resources information technology tools is desirable.

**LANGUAGES:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Spanish is required. Knowledge of another official United Nations language is an advantage.

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.

**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 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 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.**

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based GGST test online.**

**The following candidates do not need to take or retake the GGST:**

**(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.**

**(b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.**

**If you fall within one of the foregoing categories, please indicate it in your application.**