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## UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Human Resources Assistant GL-6
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA
Location:	BOGOTA, COLOMBIA
Posting Period:	31 August – 14 September 2018
Job Opening Number:	MC-NJO-2018-030

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

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#### **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 Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications through the P11 form, which can be found at <https://colombia.unmissions.org/empleo> (CVs or alternative forms will be NOT be accepted). Please submit your P11 along with your e-mail address, telephone number(s), and relevant contact details, at the following e-mail address: [MCrecruitment@un.org](mailto:MCrecruitment@un.org)

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient. If you need additional pages to list your complete experience, please add additional pages as annexes to the P11 form and submit the completed pages. Please limit your attachments to 5MB.

Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

#### **Organizational Setting and Reporting Relationships:**

This position is located in the United Nations Verification Mission in Colombia (UNVMC), Human Resources Unit (HRU). The incumbent will report to the Human Resources Officer (Specialist Support Team).

- The Human Resources Assistant at the G-6 levels assists the Human Resources Officer in the performance of its strategic functions, providing regular and ad-hoc support as to organizational management (OM) and staffing table management, post classification, report creation and policy communication.
- The Human Resources Assistant works closely with the Human Resources Officer on a wide range of activities such as budget, performance management, Management Evaluation Unit (MEU), Board of Auditors (BOA)/ Office of Internal Oversight Services (OIOS), periodical and ad-hoc reports (both statistical and narrative), staffing table and post management, policy and SOP compliance, classification, complex and sensitive HR issues (i.e. termination, disability cases, special cases for recoveries).
- The HR provides good quality data input to reports, prepares reports for review and approval the HRO, analyzes issues, assess associated risks and benefits and proposes solutions for the HRO's consideration.
- Under the supervision of the HRO, the HR Assistant manages the UNVMC staffing table, provides guidance to the HR Partners, managers and S/Ms on related Umoja transactions, related to the staffing table and post management. She/he reviews and fixes issues and transactions reported by HR Partners and users and processes basic transactions in Umoja for staffing table maintenance and post management. If need, the HR Assistant raises i-need tickets providing analysis of the case and recommending solutions.
- Ten per cent of his/her time, the HR Assistant performs HR partner Personal actions(PA) for a local staff UNVMC in cooperation with the mission UMOJA Local Process Expert.
- Using Umoja ERP tool, review and process Travel Requests of staff members, contractors, externals, UNVs, meeting participants, etc., including all types of travel such as HR TRavel, Entitlement Travel and Official Business Travel, as prescribed within the Travel Processing Officer role (TPO) and delegated authority.
- Review, process and submission of invoices and related payments to the Travel Agency (vendor) through Finance, evaluating and solving errors generated by the system.
- Act as Travel Processing Officer, focal point and LPE to support areas among the Mission.

**Competencies:**

**Professionalism:** Good knowledge of the UN Staff Rules and Regulations is required. 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.

**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 audience; demonstrates openness in sharing information and keeping people informed.

**Qualifications:**

**Education:** High school diploma or equivalent is required. Any specialized training certificates in human resources management is highly desirable. Very good computer skills are required, e.g. in MS Office package; Knowledge of Human Resources related ERP systems is an advantage.

**Work Experience:** A minimum of seven (7) years of progressively responsible experience in human resources management, administrative services or a related area is required. Experience in applying UN Staff Rules and Regulations is desirable. Experience in the administration of Human Resources related benefits and entitlements is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required. Knowledge of another official United Nations language (Arabic, Chinese, French or Russian) is an advantage.

**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. 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.

**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.