
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING Internal / External

Job Title & Level:	Human Resources Assistant, GS-6
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Human Resources Unit
Location:	Bogota, COLOMBIA
Posting Period:	27 January – 26 February 2022
Job Opening Number:	UNVMC-NJO-2022-005. Fixed-Term for one year with 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

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 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 staff members 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.
- May act as Travel Processing Officer
- Act as focal point to support various areas among the Mission, such as review of eligibility to continuing appointment, Language Proficiency Examinations or staff engagement surveys.PE

Core values:

Professionalism: Knowledge of travel related processing requirements; ability to recognize and act in the face of conflicting priorities. 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:

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.

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.

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.

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 is an advantage.

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.