

United Nations International Residual Mechanism for Criminal Tribunals

Human Resources Assistant, G-5

DEADLINE FOR APPLICATIONS	:	15 January 2019
DATE OF ISSUANCE	:	17 December 2018
OFFICE	:	Registry/ Human Resources Section
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/HRS/034-GS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in the Human Resources Section under the supervision of the Associate Human Resources Officer.

Responsibilities:

S/he will monitor the contractual status of staff; review regularly the information in the Personnel Information Management System (PIMS) to identify cases which need attention and follow up on actions related to the administration of entitlements, ensuring consistency in the application of the Staff Rules and Regulations; review and process requests for entitlements and claims; ensure that relevant documentary proof is provided and initiate action towards substantive offices (e.g., Finance, Travel etc.); assist in the administration and updating of the Personnel Information Management Systems (PIMS); prepare letters of appointment, ensure that all conditions and related entitlements of appointees such as rental subsidy, education grant, etc. are up to date and bring special cases to the attention of the supervisor; induct new staff members, review and verify all documentary proof to establish the contractual status and related entitlements; advise staff regarding their entitlements and conditions of service, administrative procedures, and processes as well as the staff members' responsibilities; ensure proper registration of staff in the Pension Fund and in the health and life insurance plans in accordance with the relevant administrative instructions and procedures; initiate check-out and separation-related procedures for separating staff members.

Process applications for vacancies; maintain vacancy announcement files and track status of vacancy announcements; assist in the evaluation and screening of applications of candidates; arrange for and participate in interviews; provide advice and answer general queries on recruitment procedures; provide general office support services; draft and/or process a variety of correspondence and other communications; schedule appointments/meetings, monitor deadlines; maintain automated database containing HR related statistics and prepare periodic reports.

Core Competencies:

- **Professionalism** – Full understanding of the functions and organization of the IRMCT and the Human Resources Section. 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. 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.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning and Organising** – 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.

QUALIFICATIONS

Education: High school diploma or equivalent; demonstrated ability to use computer technology.

Experience: Minimum of 5 years of related administrative experience, preferably in the Human Resources field. Knowledge of UN Staff Rules and Regulations and Umoja is highly desirable.

Language: English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French is an asset.

Assessment Method:

There may be a technical test followed by a competency-based interview.

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Special Notice:

The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.
