Posting Title: HUMAN RESOURCES ASSISTANT, G5
Job Code Title: HUMAN RESOURCES ASSISTANT
Department/ Office: International Residual Mechanism for Criminal Tribunals
Location: THE HAGUE
Posting Period: 27 May 2024-25 June 2024
Job Opening number: 24-HRE-RMT-235601-R-THE HAGUE (R)
Staffing Exercise: N/A

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

Org. Setting and Reporting

This position is located in the Human Resources Section, The Hague, Netherlands, as well as working with colleagues in the Arusha branch. The HR Assistant will work under supervision of the Associate Human Resources Officer (Head of Recruitment) and the Chief, Human Resources Section.

Responsibilities

Recruitment and placement
• Assists in reviewing draft job openings for staff and non-staff in their different types (GS, FS, P, C/IC, Interns) ensuring that the evaluation criteria and responsibilities are in line with individual job descriptions;
• Assists with the review of applicants to ensure that candidates meet eligibility criteria, including requirements stated in the job openings;
• Initiates and follows-up on reference checks, in respect of academic verifications and employment records, ensuring the completion of the pre-recruitment formalities;
• Initiates and prepares offer of appointment, including Statement of Emoluments, for review by the Human Resources Officers;
• Assists with the scheduling and coordination of assessment of candidates, including written assessments and Competency Based Interviews;
• Assists with the onboarding procedures for selected candidates;
• Maintains up to date the Recruitment tracking tool and other databases;
• Coordinates the tasks of the IRMCT Internship Office, including recruitment, onboarding and separation procedures;
Consultant and Individual Contractor Administration
- Reviews and processes requests for shopping carts.
- Maintains Business Partners and Mini master records.
- Assists in the review and processing of fee determination and conditions of service.
- Process and amends purchase orders.

Administration of entitlements and benefits
- Advises staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters;
- Induct new staff and non-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.

Competencies

- Professionalism: Knowledge of the human resources policies, procedures and practices and ability to apply them in an organizational setting. Uses analytical skills and experience to assist in organizing, managing, and disseminating of information with attention to detail and accuracy. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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.

- 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.

- 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.

Job Specific Qualifications

UN HR Partner Certification is desirable.

Work Experience

A minimum of five (5) years of progressively responsible experience in human resources management, administrative services or related area is required. The minimum years of relevant experience is reduced to three (3) for candidates who possess a first-level university degree or higher.

Two (2) years of experience in UN Staff Selection System and non-staff hiring procedures (i.e. Interns, Consultants, Individual Contractors) is desirable.

One (1) year of experience managing UN internship Programme is desirable.

Experience in the use of recruitment tools like PeopleSoft or Inspira is desirable.

Experience with HR modules of Enterprise Resource Planning (ERP) systems such as Umoja or similar is desirable.

Experience working at UN International Criminal Tribunals is desirable.

Languages

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be
followed by competency-based interview.

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. 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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

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.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct
interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.