



**Generic Job Opening for Human Resources Assistant
UNSMIL-GS4-JO004/2018 (Open for 15 days)**

Title:	Human Resources Assistant
Level:	GS-4
Duty Station:	Tripoli
Section:	Human Resources
Date of Issue:	18 January 2018
Deadline for applications:	01 February 2018

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc). Applications received in a different format will not be accepted.</p> <p>STEP 2: Qualified candidates MUST submit his/her application with the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS4-JO004/2018)</p>
ORGANIZATION SETTING AND REPORTING:	<p>This position is located within the Office of the Chief of Mission Support in the Human Resources Section in the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief Human Resources Officer</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
JOB DESCRIPTION:	<p>The incumbent of the post provides assistance in areas such as recruitment, staff development, performance management, administration of entitlements, and other HR related functions for staff in the mission.</p> <p>Recruitment and placement</p> <ul style="list-style-type: none"> ▪ Assists with the processing of recruitment for international and national positions. ▪ Assists with the review of applications to ensure that candidates meet eligibility criteria, including requirements stated in the job opening. ▪ 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 Officer. ▪ Maintains up to date electronic roster for successful applicants to national category job openings, establishing contacts with candidates to update rosters. ▪ Advises staff and selected candidates on visa procedures and requirements.



	<ul style="list-style-type: none"> ▪ Assists with inductions and administrative arrangements for newly recruited staff. <p>Administration of entitlements and benefits</p> <ul style="list-style-type: none"> ▪ Reviews and maintains time and attendance records of staff, processing leave requests, liaising with Sections and staff in cases of discrepancies. ▪ Maintains and regularly updates official status files for national staff in the missions. ▪ Processes, under guidance by supervisors, entitlements and benefits related actions in the system. ▪ Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments. ▪ Prepares and drafts statistical reports, memorandum and faxes for review by the supervisor. <p>Others</p> <ul style="list-style-type: none"> ▪ Assists with the compilation and preparation of statistical reports on HR related areas; ▪ Assists with the communication of separating staff on exit interviews and assists them with final arrangements. ▪ Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications; prepares and drafts written response to queries concerning HR related matters. ▪ Assists in providing documentation and background materials relating to classification of posts. ▪ Performs other duties as required.
COMPETENCIES:	<p>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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.</p>
	<p>Teamwork: Works collaboratively with colleagues to achieve organizational 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.</p>
	<p>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</p>



	<p>and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.</p>
QUALIFICATIONS:	<p>Education: High school diploma or equivalent is required. Course work/training in human resources are highly desirable. Very good computer skills; knowledge of UN HR applications and the ERP system is an advantage. Good knowledge of UN Staff Rules and Regulations is highly desirable.</p> <p>Experience: A minimum of three (3) years of progressively responsible experience in human resources management, administrative services or related area is required. Experience in application of UN Staff Rules and Regulations in operational environment is desirable, including administration of a broad range of entitlements and benefits.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For this position fluency in Arabic and knowledge of English are required.</p> <p>Important</p> <p>This vacancy is open for Libyan nationals and Non-Libyan nationals who have a valid work permit to work in Libya.</p>
SPECIAL NOTICE:	<p>Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.</p>
ADDITIONAL INFORMATION:	<p>Due to the high volume of applications received, ONLY those applicants who are short listed will be notified. <u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p> <p>Recruitment in the General Service category shall be made in the country (Libya in this case) or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.</p>