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ONUCI

VACANCY ANNOUNCEMENT

UNOCI is recruiting for the Human Resources Office

<u>VACANCY ANNOUNCEMENT N°:</u> ONUCI/GS/2014/21	Human Resources Assistant (Information Systems Management) Specialist Support Unit (SSU)	Duty Station: Abidjan, CI
		Opening date: 23 July 2014
		Closing date: 05 August 2014
<u>Post N° : 88581</u>	GRADE: GL-6	<u>No application will be accepted after the closing date.</u>

ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED. PRIOR TO THE DAY OF THE INTERVIEW, REQUIRED SUBMISSIONS AND SUPPORTING DOCUMENTS, INCLUDING A WORK CERTIFICATE DESCRIBING THE APPLICANT'S DUTIES AND RESPONSIBILITIES WILL BE CHECKED BY THE NATIONAL STAFF UNIT.

I- CORE DUTIES AND RESPONSIBILITIES

Within delegated authority, the Human Resources Assistant is responsible for the following duties:

General Duties, Responsibilities

Unit specific:

- Process transactions including recruitment, personnel actions and maintenance of staffing table.
- Ensure continuous instant alignment of the HR Information Systems and maintain an aligned staffing table and provide support to HR staff in the use of HR information systems.
- Prepare a routine reports, staffing tables, briefing notes, fact sheets and support ad-hoc reporting activities. Develop and designed SAP Business Objects reports;
- Prepare routine reports for MINUMSA/UNOCI shared services as per Key Performance Indicators (KPI) that have been set in SLA.
- Serve as a focal point for ePerformance compliance and for the adoption of the new e-performance system.
- Assist and support UMOJA focal point with transition to the new ERP system.
- Assists with implementation of strategic projects (budget review, decentralization, classification, retrenchment, application of new rules and regulations),
- Assists and support other HR functions such as special post allowance (SPA), administration of individual contracts, consultants, rebuttals panel, performance management cases, etc.
- Perform any other tasks required by the supervisor.

Recruitment and placement

- Participates in the selection of candidates for secretarial, clerical and related categories positions; including evaluating and screening applications of such candidates, preparing profiles of candidates, and conducting preliminary interviews, and conducting roster searches for vacancies and identifying short-lists of candidates.

- Assists in the filling of posts for all categories, including initiating and following-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, calculating salaries and related benefits, and preparing and dispatching offers of appointment and Statement of Emoluments.
- Assists in organizing and coordinating competitive recruitment examinations.
- Oversees the maintenance of vacancy announcement files and tracking status of vacancy announcements.
- Reviews and processes personnel actions through IMIS.
- Advises staff on visa matters.

Administration of entitlements

- Reviews and processes requests for entitlements and claims.
- Maintains IMIS entitlements reference tables.

Staff development and career support training

- Assists in organizing and conducting of training courses and workshops.
- Provides logistics and administrative support to trainers.

Classification

- Assists in reviewing and processing requests for classification.
- Provides advice and answers general queries on classification procedures and processes.

General

- Maintains HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports.
- Undertakes research on a range of HR related issues and assists in the preparation of notes/reports.
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval a variety of correspondence and other communications; performs budget preparation, input monitoring and implementation in IMIS, etc.; sets up and maintains files/records (electronic and paper); schedules appointments/meetings, monitors deadlines, etc.
- Prepares written response to queries concerning HR related matters.
- Performs other duties as required.

II- COMPETENCIES

- **Professionalism:** Knowledge of human resources policies, procedures and practices and ability to interpret and apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. 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.
- **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.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

III- QUALIFICATIONS, SKILLS AND REQUIRED EXPERIENCE

Education:

High school diploma or equivalent. Certificate or Diploma in human resources management, business or public administration, project management, computing and information system or related area is an advantage.

Work Experience: A minimum of 7 years of progressively responsible experience in Human Resources Management, Administration (Information Systems Management) or related area. Solid computer skills and experience using human resource information systems is required. In addition use of reporting tool such as business objects, access, crystal reports, smart draw is an added advantage; Experience in collecting, analyzing and processing large volumes of quantitative data is desirable (e.g. in a statistical environment).

Language: French and English are the working languages of the UN Secretariat. For this post, fluency in English and French (both oral and written) is required;

Application files with only the dated duly signed P11 form and a letter of interest should be sent to the following email:

ONUCCI-RECRUITMENT@UN.ORG; no later than August 05, 2014.

Please specify in the subject the vacancy announcement number: ONUCCI/GS/2014/21

This vacancy announcement can be found at our website:

www.onuci.org

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.