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## **JOB POSTING DETAILS**

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| <b>Posting Title:</b>        | <b>Associate Human Resources Officer, NOB</b>                         |
| <b>Job Code Title:</b>       | <b>Associate Human Resources Officer</b>                              |
| <b>Opening Number:</b>       | <b>OSESGY-2019-NJO-008</b>  |
| <b>Department/Office:</b>    | <b>Office of the Special Envoy of the Secretary-General for Yemen</b> |
| <b>Location:</b>             | <b>Amman, Jordan</b>  |
| <b>Type of Contract:</b>     | <b>Temporary</b>  |
| <b>Duration of Contract:</b> | <b>Six (6) Months</b>   |
| <b>Posting period:</b>       | <b>29 May – 8 June 2019</b>   |

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

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**Special Notice:**

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email [OSESGYrecruitment@un.org](mailto:OSESGYrecruitment@un.org).

**Important Notice:** Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

**Org. Setting and Reporting:**

This position is located in the Human Resources Section of the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) in Amman. The Associate Human Resources Officer will report to the Chief Human Resources Officer (CHRO).

## **Responsibilities:**

Under the overall direction of the CHRO and within limits of delegated authority, the Associate Human Resources Officer will be responsible for performing the following duties:

### **Recruitment and Staff Selection**

- Provides support in the management of recruitment process including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening of candidates.
- Support the review job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with GJPs and Standard on Requisitions;
- Assists in the preliminary review, prepares and submits recruitment cases to (Field) Central Review Bodies,
- Arranges and conducts interviews for selection of candidates.

### **Administration of entitlements and benefits:**

- Advises the Head of the supervisor on the development and implementation of United Nations policies and practices on entitlements.
- Provides advice to managers and staff on human resources related matters
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Explains entitlements and benefits in line with conditions of service, staff regulations and rules;
- Provides advice, guidance and information to management and staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Reviews entitlements and benefits processed in Umoja, making appropriate recommendations where exception may be required;
- Monitors issues on conditions of service of staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters.
- Assists the supervisor in ensuring that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget Units at both the mission and Headquarter levels to ensure availability of funds;
- Advises hiring managers on loaning of posts between sections and movement of posts and staff between locations based on the SOP on Staffing table and Post Management, ensuring the integrity of the staffing table as approved in the budget without discrepancy in sections and locations,
- Assists in reviewing and processing requests for classification, providing advising and answering queries on classification procedures.

### **Performance Management**

- Assists the mission in the implementation of the performance appraisal system and monitors its compliance with the proper implementation of the performance management

system, providing guidance and substantive support to mission components on standards for the development of service, section, unit and individual work plans.

- Gathers data on full-compliance of ePAS and provides input to the establishment of Management Review Committee and Joint
- Provides advice to staff and managers in cases of underperformance and facilitates the implementation of a Performance Improvement Plan (PIP) or other remedial measures, when required.

**Other:**

- Assists in reviewing and processing requests for classification, providing advising and answering queries on classification procedures and processes
- Conducts research on precedents, policy rulings and procedures.
- Maintains human resources information systems, including constant update and generation of information and reports for use by management;
- Performs other duties as required.

**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. 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.

**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.

**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:**

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with additional experience may be accepted in lieu of the advanced university degree.

**Work Experience:**

A minimum of two years of progressively responsible experience in human resources management, administration or related area.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

**Assessment Method:**

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

**United Nations Considerations:**

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.

**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.