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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Senior Human Resources Assistant, GS-7
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Human Resources Unit
Location:	Bogota, COLOMBIA
Posting Period:	07 February – 08 March 2022
Job Opening Number:	UNVMC-NJO-2022- 007. Fixed-Term for one year with possibility of extension

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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#### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP** is **properly signed and has information on your contact details: email address and telephone numbers**. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SckVjg-e3073SwTDG1VQf1oLTWfUQ4>*

*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.*

## **ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS:**

This position is located in the Client Support Team of the Human Resources Unit of the Operations and Resource Management Section in the Mission Support Division of the United Nations Verification Mission in Colombia (UNVMC). The incumbent will report to the Leader of the Client Support Team and Chief of Unit, Human Resources.

## **RESPONSIBILITIES:**

Within delegated authority, the Senior Human Resources Assistant will be responsible for the following duties:

### **Recruitment and placement**

- Assists in the filling of posts, 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.
- Provides input into policy development for the HR policies of staff in the General Service and related categories.
- Reviews and processes personnel actions through UMOJA.
- Advises staff on visa matters.

### **Administration of entitlements**

- Supervises and supports maintenance of UMOJA entitlements reference tables.
- Reviews and processes data pertaining to conditions of service.
- Reviews and processes requests for entitlements and exceptions to the Staff Rules and Regulations concerning travel entitlements, currency of payment of emoluments and rental subsidy.
- Performs transactional activities such as onboarding, staff movements, contract administration including extensions, benefits and entitlements, such as dependency allowance, education grant, special education grant, special post allowance, mobility; separations; and reviews requests for entitlements received from staff members from the Umoja work center, i-Need and Field Support Suite (FSS).
- Monitors issues on conditions of service of staff and advises the supervisor of any developments.

### **Staff development and career support training**

- Assists in the organization and conduct of training courses and workshops.

**Classification**

- Assists in reviewing and processing requests for classification.
- Provides advice and answers general queries on classification procedures and processes.
- Assists in providing documentation and background materials relating to classification appeals.

**General**

- Supervises the maintenance of automated databases and the centralized reference and filing systems.
- Undertakes research on a range of HR related issues and prepares notes/reports.
- Conducts research on precedents, policy rulings and procedures.
- Supervises compilation and preparation of statistical reports on HR related issues.
- Assists in the preparation of information circulars for HR related issues.
- Conducts exit interviews for separating staff and assists him/her in final arrangements.
- 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 UMOJA , 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.
- Trains and provides supervision to new and lower-level staff in the team.
- Ensure that throughout all processes there is adequate inclusion of a gender perspective according to UNVMC Gender Parity Strategy
- Performs other duties as required.

**Work implies frequent interaction with the following:**

- Human resources, administrative officers, staff in Headquarters, missions, service centres, agencies, funds and programmes.
- Staff at large.
- Staff within work unit.
- External candidates.

**Results Expected:**

- Provides the full range of human resources management assistance.
- Thoroughly understands the context of programmes/projects and issues and independently handles a wide range of activities and follow-up action.
- Demonstrates initiative in the identification and resolution of a wide range of issues/problems, and effectively handles unforeseen situations.
- Effectively organizes and supervises the work of lower-level staff.
- Consistently applies appropriate policies, rules, guidelines, procedures, and practices.
- Effectively and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

## **CORE VALUES:**

**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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

## **COMPETENCIES:**

**Planning & 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.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## **EDUCATION:**

High school diploma or equivalent is required.

Any specialized training certificates in human resources management is highly desirable. Very good computer skills are required, e.g., in MS Office package. Knowledge of Human Resources related ERP systems is desirable.

**EXPERIENCE:**

A minimum of ten (10) years of progressively responsible experience in human resources management, personnel administrative services or related area is required.

Out of the 10 years of experience, a minimum of 6 years' experience in a busy HR staff administration environment in an International Organization is required.

Experience in processing and troubleshooting personnel transactions in ERP/SAP (Systems Applications and Products) is desirable.

Experience in handling complicated staff entitlement cases and application of human resources rules and regulations in the United Nations or a similar international organization is desirable.

**LANGUAGES:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required. Knowledge of another official United Nations language is an advantage.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

**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.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based GGST test online.**

**The following candidates do not need to take or retake the GGST:**

**(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.**

**(b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.**

**If you fall within one of the foregoing categories, please indicate it in your application.**