

Post title **Human Resources Assistant**
Organisational unit **UNESCO Finance and Administrative Platform for Amman and Baghdad Offices**

Duty station **Amman, Jordan**
Grade **G-4**
Contract type **Service Contract (SC)**

Closing date **31 May 2015**

Main responsibilities

Under the guidance and supervision of the Human Resources Officer and the overall supervision of the Chief of Finance and Administrative Platform (AO) of the UNESCO Offices for Iraq and Jordan, and the overall authority of the Director of the UNESCO Office for Iraq and the Head of UNESCO Office for Jordan. The incumbent shall assist the HRO and the AO in carrying out her/his responsibilities in Human Resources Management.

Taking into consideration the expected growth of the two offices in general and the different portfolios within the Programme/Project unit in specific which entails creating new projects and expansion of others, the need for additional HR support services has evolved.

The HR Assistant provides support to HR Unit required by the two Offices in support of the Offices projects and other units ensuring high quality of work, accurate, timely and properly recorded/documented service delivery. The HR Assistant promotes a client-oriented approach in the unit consistent with the set rules and regulations.

1. Major Activities:

- Assist the HRO in administration of human resources by:
 - Maintaining up-to-date personal files, organizational charts and lists of FT, PA, TA, consultants, interns and volunteers of the two offices using the internal human resources management system, where applicable;
 - Assist in processing of contracts and all personnel actions day to day in staff movements such as, appointment, extension, transfer, step increment, resignation, termination, and separation; and tracking of HR transactions related to overtime/deductions, retroactivity, recoveries, adjustments etc... ;
 - Assisting in monitoring the elaboration of SC contracts by following up the insertion and maintenance of personnel data into the Human resources system (STEPS);
 - Assisting in coordination of checkout procedures for FT, PA, TA and SC holders.
 - Providing assistance and guidance to staff members in general matters related to the human resources working tools such as TULIP and Perfoweb;
 - Draft all HR and Admin letters in Arabic and English languages, (recommendation letters, employment certificate for embassies, checkpoints, travel, etc.) upon staff member and management request.
 - Monitor leave and attendance of SC holders and Program/Project personnel in and out of TULIP as needed.
 - Regularly maintain proper filing system for HR records and documents manually and electronically.
 - Prepare routine correspondence and compilation of reports relevant to Human Resources.
 - Participate in the training for the Program/Project & offices personnel on HR issues.
 - In close consultation with the HRO, supports management in the monitoring of internships through updating rosters, and following up with the latest HR procedures, rules and regulations.
- Assist the HRO in the recruitment process of the UNESCO Offices for Iraq and Jordan by:
 - Disseminating vacancy notices;
 - Registering submitted applications and liaising with the candidates;
 - Assembling the required documentation, and assisting in the organization of selection and interview panels.
 - Scheduling interviews with the short-listed candidates and organizing written exams;
 - Ensuring that selected and unsuccessful candidates are notified of the outcome of the recruitment process;
 - Collect background information and documents for submission to set panels,
 - Advising selected individual of start date and original documents required for presentation;
 - Manage, maintain and update HR and personnel records for the recruitment of Projects/Program staff.
- Assist the HRO in Protocol process:
 - Assisting in all procedures for international staff (UNLPs, shipment of personnel effects, opening bank accounts-changing accounts, local payments such as danger pay etc.);
 - Preparing letters for residency Permits and UNAMI Badge (requests and extensions for all staff); Prepare letters for residency Permits requests and extensions for all international staff and their families, National staff and families
 - Assist in the follow up with the embassies, ministries and any other organizations that deal with residencies- visas-etc...
 - Work and follow up with the relevant Government entities on residencies, work permits, office/staff vehicle license renewal and tax exemption
- Carry out any additional activities that may be required

- Profile**
- College Diploma, a university degree is desirable but not a requirement.
 - 3-4 years of relevant administrative experience.
 - Experience in personnel/human resources management in an UN agency or other international organization
 - Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
 - Experience in handling of web-based management systems.
 - Very good knowledge of HR procedures and regulations, preferably of UN agency;
 - Elaboration of reports, contracts and other documents;
 - Ability to use Microsoft Office applications.
 - Knowledge of human resource management tools (STEPS, SISTER, TULIP, FABS, or similar software applications);
 - Knowledge-sharing capabilities;
 - Exercise of sound judgment and initiative; tact, discretion and confidentiality;
 - Excellent command of Arabic and English. A fair knowledge of French may be an asset

Conditions of employment The initial appointment, which is for 6 months, includes a probationary period of 3 months, and is renewable subject to satisfactory service and funding availability.

How to apply Interested candidates should complete the attached United Nations Personal History form (P.11) with a covering letter in English explaining their interest in the position and forward it electronically to the following e-mail address: h.sukhun@unesco.org
Please indicate the post and vacancy number you are applying for incomplete P.11s will not be processed

Applications can also be received via fax only if internet access is not available to apply online. A completed official UNESCO CV form (available from the UNESCO home page) should be sent to fax number: +962 6 5902350.

UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting the payment of a fee, please contact: h.sukhun@unesco.org

Interested and suitable candidates should ensure that their application is submitted on or before **31 May 2015**. Due to the large number of applications received, only applicants short-listed for interview will be contacted.

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