



The purpose of this Job Opening is to hire one Locally-Recruited Individual Contractor (IC) and also to establish a local Roster for this Functional Title with the United Nations Mission in Colombia

JOB OPENING NUMBER: CIC-04-2017-UNMC
FUNCTIONAL TITLE AND LEVEL : Human Resources Assistant (equal to GL-4)
CONTRACT TYPE: INDIVIDUAL CONTRACTOR (local)
DURATION OF CONTRACT: 3 MONTHS (with a possibility of extension)
DUTY STATION: Bogota
DATE OF ISSUANCE: 22/06/2017
DEADLINE FOR SUBMISSION: 29/06/2017

The office of human resources of the United Nations Mission in Colombia invites all qualified candidates to submit their applications for the announced position. All interested applicants should submit their P-11 forms or Curriculum Vitae (CV) and the personnel history profile (PHP) through the e-mail: MCrecruitment@un.org the application must indicate the number of the Job Opening shown above (CIC-04-2017-UNMC). Only the short-listed candidates will be contacted.

Terms of Reference

- Provides support to the HR team in the selection of candidates for 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.
- Provides assistance in organizing and coordinating competitive recruitment processes for Job Openings, Temporary Job Opening, recruitment of Individual Contractors and Consultants.
- Advises staff on visa matters.
- Reviews and processes requests for entitlements and claims.
- Provides logistics and administrative support to the HR Unit.
- Provides general office support services; processes drafts, edits, proofreads and finalizes for signature/approval a variety of correspondence and other communications; provides input and monitoring and implementation of HR processes and tasks, sets up and maintains files/records (electronic and paper); schedules appointments/meetings, monitors deadlines, etc.
- Provides advice and answers general queries HR procedures and processes.
- Calculates airfares, excess baggage entitlements, terminal expenses, daily subsistence allowance (DSA) and mission subsistence allowance (MSA) and other payments processed for the mission observers.
- Contacts airlines or travel agency to make reservations for the less expensive fares, and requests issuance of tickets.
- Reviews Travel Requests, Expense reports, travel claims and supporting documentation for completeness, accuracy, reasonableness, validity, and conformity with UN Rules.
- Provides support to the Unit in terms of administering the services of Observers, including entitlements, travel and shipment procedures; Coordinate with Observers Components as required;
- Monitor attendance records to generate payroll in UMOJA for Military Observers;
- Support the unit in administering, extending and / or repatriating Observers in UMOJA;
- Work closely with the Observers Components administration to ensure compliance with the Organization's established policies and practices as well as the Mission policies;
- Performs other related duties as required.

Results Expected:

Provides reliable research and administrative support. Demonstrates understanding of the context of issues in assigned area, and increases independence in processing of work and follow-up actions. Demonstrates initiative in the identification and resolution of issues/problems. Under general guidance, organizes and puts together accurate reports, records and/or data. Consistently applies appropriate policies, rules, guidelines, procedures, and practices.

Qualifications required:

Education

- High school or equivalent diploma is required. Technical or vocational certificate in Human Resources or Administrative related area is desirable.

Work Experience

- At least four (4) years of progressively responsible experience in Human Resources or a related field.

Languages

- For this position fluency in English and Spanish is required.

Assessment Method

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

The successfully hired IC will be fully responsible to arrange, at their own expense the health and other forms of insurance covering the period of the IC contract.

Special Note:

The above statements are intended to describe the general nature and level of work being performed by the contractor(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

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 is charged by the United Nations at any stage of the hiring process.