

## **UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES** **INTERNAL/EXTERNAL VACANCY NOTICE**

Title of Position: Human Resources Assistant  
Position No.: 10005500  
Category and Level: General Service, GL-4  
Location: Kuala Lumpur, Malaysia  
Effective date: As soon as possible  
Contract type: Fixed-Term Appointment  
Duration: initially for a period of one year  
Date of Issue: 04 April 2022  
Closing Date: 17 April 2022

### **ORGANIZATIONAL SETTING AND WORK RELATIONSHIPS**

Human Resources Assistant will function under direct supervision of the Administrative or Human Resources Officer/Associate, assisting him/her in personnel administration and other HR related matters, including the process of recruitment and appointment of staff, and in the performance management and welfare issues of staff under area of responsibility (AOR).

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

To find out more information about UNHCR Malaysia, please visit our [website](#).

### **DUTIES**

- Provide clerical support in the recruitment, assignment, reassignment and separation of local general service staff.
- Assist in processing local staff members' contracts, entitlements and benefits in accordance with Staff Rules and established HR procedures.
- Provide advice to staff members on their rights, obligations, benefits and entitlements according to the UN/UNHCR staff rules and regulations.
- Assist newly arrived international staff with administrative formalities related to their accreditations, security/ground passes, arrange travel and hotel reservations. Assist with shipment of their personal effects in coordination with the logistics section.
- Provide administrative support to staff and dependants in case of medical evacuations, as well as security evacuations/relocations.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
- Initiate calculations for payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.
- Initiate routine correspondence on HR matters for the authorizing officer's approval.
- Perform other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education & Professional Work Experience**

#### **Years of Experience / Degree Level**

For G4 - 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher

**Field(s) of Education:** Not Specified

#### **Certificates and/or Licenses**

Not specified.

### **Relevant Job Experience**

#### **Essential**

Not specified.

#### **Desirable**

Field experience with UNHCR and/or with other humanitarian organizations is an asset. Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization. High IT affinity and working experience of ERP systems.

### **Functional Skills**

IT-Computer Literacy;  
UN-UN/UNHCR Administrative Rules, Regulations and Procedures;  
IT-Enterprise Resource Planning (ERP);  
EX-Field experience with UNHCR and/or with other humanitarian organizations;

**Language Requirements:** Knowledge of English and Bahasa Malaysia

## **COMPETENCY REQUIREMENTS**

### **Core Competencies**

Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

### **Managerial Competencies**

Not applicable.

### **Cross-Functional Competencies**

Planning and Organizing

## **ELIGIBILITY**

This position is advertised internally and externally, however, **priority consideration will be given to Group 1 (internal) candidates.**

**Group 1 Candidates:** Current GS staff members holding indefinite or fixed-term appointments in the country and are at the grade, one grade below or above.

**Group 2 Candidates:** Staff members with Group 2 eligibility status confirmed by HR.

**External Candidates:** Other applicants not falling into Group 1 or Group 2 eligibility.

### **Other Requirement**

Staff members must serve for a minimum of one year following assignment before being considered eligible to apply for another internally or externally advertised position within the same category. The minimum one-year

requirement is waived in respect of staff members whose position is being discontinued/reclassified or whose assignment/appointment through the joint staff/management review body is in a Replacement capacity.

Owing to the large volume of applications, only shortlisted candidates will be contacted. No personal queries on the status of applications will be accommodated.

### **ADDITIONAL INFORMATION**

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

### **SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) and motivation letter by e-mail with "Your LAST name – VN024/22 Human Resources Assistant, G4, Kuala Lumpur (10005500)" in the subject line to: [mislunv@unhcr.org](mailto:mislunv@unhcr.org) by 17 April 2022.

Only short-listed candidates will be notified. No late applications will be accepted.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

UNHCR does not sponsor work visa or work permit and applicant who is not a Malaysian national should already have their status confirmed that they are able to secure a work visa at the time of the application.

### **REMUNERATION**

A competitive compensation and benefits package is offered. The monthly net salary is between MYR 2,858 and MYR 3,621 depending on relevant experience. For information on UN salaries, allowances and benefits, please visit the portal of the [Office of HR Management of United Nations](#).