



Vacancy Notice

12 September 2019

EXTERNAL VACANCY ANNOUNCEMENT No: 19/HCR/KGL/VN/050

Title of Post: Human Resources Assistant
Post Number: TA
Duty Station: Kigali, Rwanda
Category and Level: GL4
Duration of assignment: Initially for three months
Closing date of application: **19 September 2019**

ORGANIZATIONAL CONTEXT

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).

FUNCTIONAL STATEMENT

Accountability:

- The workforce in the AOR is well-informed of the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

Responsibility:

- 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.
- Perform other related duties as required

Authority:

- 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.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Education: Completion of secondary school
- Job experience: Minimum 4 years of previous relevant work experience
- Fluency in English and working knowledge of another relevant UN language or local language.
- Planning and Organizing

DESIRABLE QUALIFICATION & COMPETENCIES

- 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 PeopleSoft/MSRP

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **19 September 2019**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>