

Job Description Form

Classification Date: November 2020

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

Assistant Human Resources Officer will function under direct supervision of the (Senior) Administrative or Human Resources Officer. Incumbent will handle HR related activities within the country/ operation, and he/she may directly supervise, coach and guide locally recruited staff responsible for the personnel administration and other HR related matters. He/she will assist the (Senior) Officer responsible for Administration/ Human Resources in the process of staffing and budget reviews, recruitment and appointment of staff, and in the performance management and staff welfare issues. Incumbent will have close working relationship with the staff-related services in UNHCR, such as the Personnel Administration Section (PAS), Affiliate Partnerships and Recruitment Section (APRS), Assignments Management Section (AMS), Talent Development and Performance Section (TDPS), Staff Health & Wellbeing Service (SHWS) and Global Learning and Development Centre (GLDC).

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.

4. Duties

- Provide input in the preparation of the annual operations programme review submissions, and in the review of the training needs of the staff, making appropriate proposals to meet identified needs.
- Advise and counsel staff members on their rights, obligations, benefits and entitlements in line with UN/UNHCR staff rules and regulations.
- Assist in timely advertising and filling of General Service and National Officer vacancies. Prepare submissions for the review by the local Assignments Committee (AC). Process recruitment, assignment and reassignment of local staff for the country operation, in accordance with UN/UNHCR rules and procedures.
- Conduct regular audit and verification of personnel records in the office, including audit of MSRP entries into HR module, as well as of the attendance, overtime and leave records. Monitor maintenance of the daily tracking system to ensure accurate information is provided on staff and families in case of emergency. Provide support, guidance and training to all staff performing personnel administration and other HR related functions.

- Brief newly-arrived international staff on related administrative formalities; process and follow up on their accreditations and other related documents, and arrange for their onward travel to the field office, if applicable.
- Supervise administration of UNHCR medical insurance plan for locally recruited staff. Assist staff and dependants in case of medical evacuation.
- Assist in HR related activities of the security evacuation plan, ensuring relocations/evacuations are managed and administered in line with the provisions of the UN Security Management System Policy.
- Maintain liaison with the support sections and divisions at headquarters, specifically with DHRM, on matters related to the recruitment and personnel administration support, medical and other issues of staff welfare and safety.
- Enforce local compliance with the UN/UNHCR staff rules and regulations, as well as with the performance management system.
- Clear issuance and extension of contracts for locally recruited staff.
- Clear payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P1/NOA - 1 year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree

Field(s) of Education

Human Resources Management; Law; Administration; or other relevant field.

(Field(s) of Education marked with an asterisk are essential)*

Certificates and/or Licenses

Not specified.

(Certificates and Licenses marked with an asterisk are essential)*

Relevant Job Experience

Essential

Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization.

Desirable

Knowledge of UN/UNHCR field operational realities, especially in hardship duty stations. Field experience with UNHCR and/or with other humanitarian organizations is an asset. High IT affinity and working experience of PeopleSoft/MSRP HR module, as well as with MSRP Financials and Focus.

Functional Skills

PG-Resource Planning; eg. FOCUS, Global Focus Insight;
 FI-PeopleSoft Financial Management;
 HR-PeopleSoft Human Capital Management;
 UN-UN/UNHCR Administrative Rules, Regulations and Procedures;
 EX-Experience in international organization (United Nations or similar);
 EX-Field experience with UNHCR and/or with other humanitarian organizations;
 FO-Operational activities in hardship duty stations;

(Functional Skills marked with an asterisk are essential)*

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Managing Resources

Cross-Functional Competencies

Analytical Thinking

Planning and Organizing

Change Capability and Adaptability

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.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.