

**TEMPORARY JOB OPENING ANNOUNCEMENT**

<b>G-4</b>	<b>Human Resources Clerk</b>
TJO Grade Level <sup>1</sup>	Functional Title
<b>UNISDR/IMIS: 525897</b>	
Department/Office/Division/ Service/Section	
<b>Management and Operations Support</b>	
Job Network and Job Family (See list on page 3-4)	
<b>27/03/2015</b>	
Deadline (DD/MM/YYYY)	

Duty Station: <b>Geneva</b>	Estimated Start Date: <b>asap</b>
Duration of need: <b>6 months</b>	Open to External Candidates? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

***DUTIES AND RESPONSIBILITIES***

**Org. Setting And Reporting**

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction (SRSG/ASG), UNISDR has over 100 staff located in its headquarters in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empowers people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction.

The position is located in the Executive Office of UNISDR, Geneva. The Human Resources Assistant will report to the Chief of the Executive Office. Within delegated authority, the Human Resources Assistant will be responsible for the following duties:

**SUMMARY OF MAIN DUTIES**

**Recruitment and placement**

- Assists with recruitment of UNISDR fixed-term and temporary staff, as well as consultants through Inspira and assists hiring managers (HMs) with building of job openings (JOs) and liaises as necessary with UNOG counterparts on publication and any related matters; assists and guides HMs on evaluation and screening of eligible applications. Processes applications for vacancies, including preparing and maintaining case files for candidates.
- Assists in maintaining vacancy announcement files and tracking status of vacancy announcements keeping UNISDR management and the HMs informed.
- Monitors the transfer of files of candidates between offices, arranging for interviews, and entering

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data on candidates into the automated roster.

- Coordinates with HRMS/UNOG and selected candidates on travel arrangements, visa matters and shipment of personal effects.
- Advises staff on visa matters.
- Prepares agenda and provides relevant documentation required for recruitment related meetings.
- Reviews and processes personnel actions through IMIS.
- Assists in providing advice and answers general queries on classification procedures and processes.
- Assists in providing information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Monitors IMIS staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.
- Monitors consultant payment schedules and processes payments through IMIS in a timely fashion

#### **Administration of entitlements**

- Reviews and processes requests for entitlements and claims.
- Maintains IMIS entitlements reference tables.
- Assists in the review and processing of data pertaining to conditions of service.
- Maintains Time & Attendance records for UNISDR staff.

#### **General**

- Provides general office support services; drafts and/or processes a variety of correspondence and other communications.
- Sets up and maintains reference files/records (electronic and paper).
- Schedules appointments/meetings, monitors deadlines, etc.
- Maintains automated database containing HR related statistics and prepares periodic reports.
- Assists in the preparation of necessary documentation for distribution to various offices, departments and overseas offices.
- Acts as back up and performs other related administrative duties, as required, e.g., supporting travel and workshop processes; monitoring accounts and payment to vendors; inventory management and reporting; organizing and coordinating administrative arrangements for seminars, conferences and translations.
- Performs other duties as assigned.

## ***QUALIFICATIONS***

#### **Core competencies :**

- **PROFESSIONALISM** – Knowledge of the human resources policies, procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. Shows pride in work and in achievements; demonstrates professional competence and mastery of administrative and human resources matters; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **COMMUNICATION** - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **TEAMWORK** - Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **PLANNING & ORGANIZING** - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **CLIENT ORIENTATION**: Considers all those to whom services are provided to be “clients” and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their

trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Education:** High school diploma or equivalent.

**Experience:** At least three (3) years of experience in human resources management, administrative services or related area is required. Some experience with Inspira recruitment processes is desirable. Some experience in the use of various research sources, including electronic sources on the internet, intranet and other databases would be a strong asset.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of French and another official United Nations language is desirable.

**Recruitment for this position is done on a local basis.**

Passing the United Nations Administrative Assessment Support Test (ASAT) or the Global General Service Test (GGST) in English or French at Headquarters, ECA, ESCWA, UNOG, UNOV, ICTR, or ICTY is a prerequisite for recruitment consideration in the General Service category in the United Nations Secretariat. A convocation will be sent by email only to candidates who meet the requirements.

***ADDITIONAL COMMENTS***

Please indicate the percentage of the working period (e.g. 30%, 70%, etc) if:

- you worked and studied at the same time,
- you worked part-time,
- you had two different jobs at the same time.

**DOCUMENTS REQUIRED:**

- Cover Letter
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Proof of required academic credentials (for external applicants)
- Employment verification letter from most recent employer (for external applicants)
- Last two completed Performance Appraisal or two Reference Letters for external applicants
- Other: ASAT results

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: Mr. James O'Donnell

Email Address: odonnellj@un.org

Copy (cc): Ms. Li Li

Email Address: lil@un.org

**Please choose from the list of Job Networks the appropriate Job Family:**

<p><b><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></b></p> <p>Economic Affairs          Environment Affairs          Population Affairs          Statistics          Social Sciences          Public Administration          Programme Management          Science and Technology          Drug Control and Crime Prevention</p>	<p><b><u>LEGAL</u></b></p> <p>Jurists          Legal Affairs          Ombudsman</p>
<p><b><u>MANAGEMENT AND OPERATIONS SUPPORT</u></b></p> <p>Administration          Audit          Finance          Procurement          Human Resources          Medical          Production, Service &amp; Transport          Investment Management          Management &amp; Programme Analysis          Ethics          Engineering          Pension Management          Logistics</p>	<p><b><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></b></p> <p>Public Information          Protocol</p>
<p><b><u>POLITICAL, PEACE AND SECURITY</u></b></p> <p>Political Affairs          Humanitarian Affairs          Human Rights          Civil Affairs          Electoral Affairs          Rule of Law</p>	<p><b><u>CONFERENCE MANAGEMENT</u></b></p> <p>Conference Services          Language</p>
<p><b><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></b></p> <p>Information Systems and Technology          Information Management</p>	<p><b><u>SAFETY AND SECURITY</u></b></p> <p>Security          Safety</p>

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the

General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

- Subject to the funding source of the position, this temporary job opening may be limited to candidates based in Geneva.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competency and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English)