



**REQUEST FOR CLASSIFICATION AND RECRUITMENT
GENERAL SERVICE AND RELATED CATEGORIES**

DATE RECEIVED: _____

OFFICERS: _____

REASON FOR CLASSIFICATION	<input type="checkbox"/> VACANCY ANNOUNCEMENT	POST ENCUMBERED BY	EX INCUMBENT
	<input type="checkbox"/> REVISION OF DUTIES	ANTICIPATED DATE OF VACANCY	DURATION OF THE POST
	<input type="checkbox"/> BUDGET APPROVAL		
	<input type="checkbox"/> OTHER (SPECIFY):		
IDENTIFICATION OF THE POST <i>(USE OFFICIAL NOMENCLATURE)</i>	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s		SECTION Human Resources	
2. DIVISION/CENTRE		UNIT	
3. BRANCH/SERVICE Mission Support		ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE

SIGNATURES: (Attach a complete and current organization chart showing the post assignment before obtaining the signature of the incumbent.) The signatures confirm the certifications as indicated. They do not imply any decision concerning the grade level of the post.

1. Supervisor (Certification of accuracy of job description) Name and Title: AG GREY KESTON Date: 26/1/2015	3. Executive or Administrative Officer (Certification of Mission Approval) Name and Title: V. STWARD OIC M50 Date: _____
2. CHIEF of SECTION/BRANCH or DIRECTOR (Certification of accuracy of job description and organizational chart) Name and Title: AG GREY KESTON/CHD Date: 26/1/2015	4. INCUMBENT (Certification of agreement with the job description) Name: _____ Date: _____

The signatures confirm the certification as indicated. They do not imply any decision concerning the grade level of the post.

CLASSIFICATION NOTICE - The classification of the post is approved as follows:

FUNCTIONAL TITLE Human Resources Assistant	JOB DESCRIPTION NO. JD/CP083GS
OCCUPATIONAL CODE 2.1.06 - Job Code 3776	CLASSIFICATION LEVEL GS-5
COMMENTS	
CLASSIFICATION OFFICER NAME: HECTOR RONDON-FUENTES, HRO/ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: CYNTHIA GONZALEZ, HRO/ODCU/FPOS/FPD/DFS
CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, HRO/DFS NAME: MORTEZA MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	Date: 9/7/15

Chaste Abimana

1. Summary of principal functions.

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices as applicable. The incumbent of the post carries out all recruitment, staff development, performance management, administration of entitlements, and other HR related functions for both international and national staff in the mission.

2. Major duties and responsibilities. Describe in order of importance what is done and how it is done. Please indicate the approximate percentage of time devoted to each function. %

Within delegated authority, the incumbent will be responsible for the following duties:

Recruitment and placement

- Assists in reviewing draft job openings ensuring that the evaluation criteria and responsibilities are in line with individual job descriptions; 30
- Assists with the review of applicants to ensure that candidates meet eligibility criteria, including requirements stated in the job openings;
- Initiates and follows-up on reference checks, in respect of academic verifications and employment records, ensuring the completion of the pre-recruitment formalities;
- Initiates and prepares offer of appointment, including Statement of Emoluments, for review by the Human Resources Officer;
- Assists with the scheduling and coordination of assessment of candidates, including written assessments; competitive recruitment examinations and Competency Based Interviews;
- Maintains up to date electronic roster for successful applicants to national category job openings, establishing contacts with candidates to update rosters;
- Advises staff and selected candidates on visa procedures and requirements.

Administration of entitlements and benefits

- Advises staff on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits; 30
- Reviews and maintains time and attendance records of staff, processing leave requests, liaising with Sections and staff in cases of discrepancies;
- Reviews and processes entitlements and benefits related actions in HRIS and ERP;
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments;
- Conducts research and prepares written responses to queries related to HR matters.

Performance Management and Staff development

- Assists with guiding staff on performance management and staff development, monitoring compliance as required; 20
- Assists in the development of career development programme to support staff members career needs;
- Assists in the organization and conduct of training courses and workshops in consultation and coordination with Training Units;
- Researches on the specific career needs of staff and make appropriate recommendations and staff development plans in line with the HR work-plan;
- Assists with the development and conducting courses related to general and human resources management needs.

Others

- Assists with the monitoring of staff related costs and expenditures in ERP and alerts the Supervisor on any projected shortfall; 20
- Ensures post management is conducted in line with established standard procedures and that Managers and staff are adequately advised and briefed on post related actions;
- Undertakes research on a range of HR related issues and prepares notes/reports;
- Assists with the compilation and preparation of statistical reports on HR related areas;
- Conducts exit Interviews for separating staff and assists him/her in final arrangements;
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications;
- Initiates required actions with regard to various HR related transactions, including budget and financial transactions concerning HR issues for review by the Supervisor;
- Prepares and drafts written response to queries concerning HR related matters;
- Assists with reviewing and processing requests for classification, advising and answering queries on classification procedures and processes;
- Assists in providing documentation and background materials relating to classification;
- Trains and provides supervision to new and lower-level staff in the unit.
- Performs other duties as required.

3. **Guidelines:** Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines - written or unwritten - which apply to the work; describe the extent to which the incumbent is permitted to *INTERPRET* or *DEVIATE* from guidelines and to propose or establish new guidelines.

The incumbent is expected to work within the confined Staff Rules & Regulations, ST/SGBs, ST/AIs, ST/ICs, Human Resources Handbook, and other approved standard operating procedures. The incumbent is not expected to deviate from these guidelines.

4. **Consequence of Work:** Indicate the kind of decisions or recommendations made and how they affect the work of the organizational unit. Describe the consequence of errors.

Decisions are normally in respect of individual cases and determination of matters related to condition of service, entitlements and benefits are based on staff rules and regulations and related HR policies. Recommendations may be made to improve effectiveness and efficiency of delivery of services with work interrelated to others in the same organizational unit; Errors infrequently occur because the position is supervised by higher level officer/Senior Human Resources Assistant who reviews the output and product of the HR Assistant. Nonetheless, errors, if undetected, may affect the delivery of services and support activities as work is interrelated with others in the same unit and affects the timely completion of work and services provided inside and outside the unit. The incumbent plays a key role providing guidance and advice on wide range of HR issues and procedures.

5. **Work Relationships:** Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

TITLE AND LEVEL

PURPOSE AND FREQUENCY

Inside the Organization:

Staff members within the immediate work unit (various levels)

To provide reliable research and administrative support; consult on various issues and share views. Daily.

Outside the organization:

External Candidates

Respond to regular recruitment queries. As Required.

6. **Responsibility for the work of others:** Indicate the number, title and level of those for whose work you are responsible. Describe the nature of your responsibility, such as distribution and review of assignments, training, approval of leave, performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF RESPONSIBILITY
0-2	Human Resources Assistant	G4	Trains new or lower-graded staff on work procedures

7. **Physical requirements**

- (a) Describe the physical requirements of the work, such as lifting x lbs., walking, standing, sitting, etc. Describe how and when these requirements exist and how often per day, week, etc.

Office or manual work requiring nominal physical effort of low significant level.

- (b) Describe the conditions of the work place, such as work in a machine room where extensive noise occurs, work out of doors in all weather conditions, damages or hazards present in the operation of the equipment or in the workplace.

Work conditions and surroundings are generally acceptable with negligible adverse elements. Typical office environment.

SECTION B - To be completed by the supervisor of the post.

1. Purpose: Describe the overall purpose, objectives, or goals of the post.

The incumbent provides guidance/advice in several areas related to administration of human resources entitlements, recruitment, performance management, and human resources information management, consistently applying appropriate policies, rules, guidelines, procedures, and practices and playing a key role in the unit.

2. Review over work: Describe the way work is assigned (e.g. specific assignments with related instructions, or continuing responsibility, etc.) and the extent the work is reviewed (whether by the supervisor or others) while in progress or upon completion.

Assignments are made in terms of general objectives. The incumbent plans steps and completes assignment, requesting assistance for review of work when necessary and raising issues of concern. Guidance is provided by the supervisor on facilitation of process delivery and impact of processes.

3. Qualifications required to perform the assigned duties of the post

- (a) Skills/knowledge: Indicate kind of, type and length of training required for the post including skill in equipment operation.

High school diploma or equivalent is required. Course work/training in human resources are highly desirable. Very good computer skills; knowledge of UN HRIS applications and ERP etc. is an advantage. Good knowledge of and application of UN Staff Rules and Regulations is required.

- (b) Experience: Indicate the *type* and *length* of practical experience required.

A minimum of five (5) years of progressively responsible experience in human resources management, administrative services or related area is required. Experience in application of UN Staff Rules and Regulations in operational environment is desirable, including administration of a broad range of entitlements and benefits.

- (c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.