Human Resources Assistant, FS-5

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<th>Human Resources Assistant, FS-5</th>
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<td><strong>DEADLINE FOR APPLICATIONS:</strong></td>
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<td><strong>DATE OF ISSUANCE:</strong></td>
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<td><strong>ORGANIZATIONAL UNIT:</strong></td>
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<td><strong>DUTY STATION:</strong></td>
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<td><strong>VACANCY ANNOUNCEMENT NUMBER:</strong></td>
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Duration: Six months with possibility of extension

The appointment is limited to ICTR. Extension of appointment is subject to extension of the mandate and/or the availability of the funds. As the international tribunal is not integrated in the UN Secretariat, UN staff Members may serve at the ICTR on assignment or secondment from their parent departments/offices, if selected.

**Remuneration**


**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

**Responsibilities**

Under the general supervision of the Chief, Staff Recruitment Unit the incumbent will be responsible for the following duties:

**Recruitment and placement:**

1. Participates in the selection of candidates for secretarial, clerical and related categories positions; including evaluating and screening applications of such candidates, preparing profiles of candidates, and conducting preliminary interviews, and conducting roster searches for vacancies and identifying short-lists of candidates.
2. Processes applications for vacancies, including preparing and maintaining case files for candidates, ensuring and monitoring the transfer of files of candidates between offices, entering data on candidates and newly recruited staff into the automated system.
3. Assists in the filling of posts, including initiating and following-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, calculating salaries and related benefits, and preparing and dispatching offers of appointment and Statement of Emoluments.
4. Inducts the newly recruited staff, brief them on conditions of service and ensures that the requisite personnel forms are completed accurately and returned for submission to the relevant office.
5. Assists in screening and classifying the applications in what concerns their eligibility established by the staff selection system.
7. Upon request of the supervisor organises meetings of the central review bodies including preparation of necessary documents, taking and finalising minutes of the meetings.
8. Prepares drafts of variety of documents on recruitment matters.
9. Coordinates with offices concerned and selected candidates on travel arrangements, visa matters and shipment of personal effects.
10. Upon request of the supervisor organises meetings of the central review bodies including preparation of necessary documents, taking and finalising minutes of the meetings.

**Administration of entitlements:**

1. Assists in reviewing of and processes requests for entitlements and claims.
2. Reviews and processes personnel actions through FPMS.
3. Liaises with Finance Section on payments for staff members and communicates with the ICTR New York Office for payroll related matters.
4. Provides advice and answers general queries on the UN staff regulations and rules, policies, administrative instructions and circulars whenever appropriate.
5. Provides assistance on preparing documents on cases where discretion in the interpretation and application of Staff Rules and regulations is required.

**General:**

1. Undertakes research on a range of HR related issues and assists in the preparation of notes/reports.
2. Maintains automated database containing HR related statistics and prepares periodic reports.
3. Interpret the UN Staff Rules and Regulations and provide verbal and written explanations to Section Chiefs, Supervisors and staff regarding the application of the personnel rules, regulations and procedures in general. Analyze difficult or unusual cases and recommend possible solutions.
4. Draft correspondence, policy proposals or information papers on various aspects of personnel procedures, when required or as requested, by the supervisor.
5. Trains and provides supervision to new and lower-level staff in the unit.
6. Perform other duties as requested/necessary

**Competencies**

**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.

**Communications** – 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.
**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 and 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; uses time efficiently; effective organizational skills; ability to handle a large volume of work in an efficient and timely manner;

**Client Orientation** - Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; identifies clients’ needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client; ability to establish and maintain productive partnerships with clients;

**Commitment to continuous learning** - Willingness to keep abreast of new developments in the field of human resources; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

**Technological Awareness** - Keeps abreast of available technology; understands applicability and limitation of technology to he work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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**QUALIFICATIONS**

**Education**
Completion of high school diploma or equivalent supplemented with specialized training in personnel management and/or administration. University or formal training in personnel management training programme is an advantage.

**Experience**
At least eight years of progressively responsible experience in human resources management within the UN system.

**Languages**
English and French are the working Languages of the International Criminal Tribunal for Rwanda. For the post advertised, fluency in oral and written English and/or French is required. Knowledge of the other language is desirable.

**Other Skills**
Ability to use computers and contemporary word processing and database software. Comprehensive knowledge of the United Nations staff selection system. Familiarity with the Field Personnel Management System (FPMS) or other bespoke e-Tools, Galaxy or web-based recruitment applications. Experience in UN human resources policies, procedures and practices is desirable.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).

English and French are the working languages of the United Nations Secretariat. The International Criminal Tribunal for Rwanda (ICTR) is a non-smoking environment.

**How to apply**
Please send your application to the address, email or fax number indicated below.

**Chief of Human Resources and Planning Section, ICTR** P.O. Box 6016. Arusha, Tanzania

Fax: 255-212-963-2848, 1-27-250 4000, 255-27-250 4373, E-mail: ictr_Personnel@un.org

Applications must be submitted using the United Nations Personal History form (P-11). [Click here to download P-11 form].

The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax. Applicants may wish to retain copies of their completed P-11 form for use for future applications. Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually.

UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.