



## INTERNAL VACANCY ANNOUNCEMENT

<b>Vacancy No.</b>	<b>UNRCCA/001/2019</b>	<b>Deadline</b>	<b>31 January 2019</b>
<b>Post Title</b>	Human Resources Assistant	<b>Level</b>	GS-5
<b>Organizational Unit</b>	Administration/UNRCCA	<b>Location</b>	Ashgabat, Turkmenistan
<b>VA Date:</b>	<b>22 January 2019</b>	<b>Period of Appointment</b>	<b>Initial period of one-year with possibility of further extension, subject to the mandate and/or availability of funds</b>

## DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Administrative Officer, the incumbent will be responsible for the following duties:

- Assists in reviewing draft job openings ensuring that the evaluation criteria and responsibilities are in line with individual job descriptions, 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;
- 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, on the application and implementation of HR policies, procedures, regulations and rules concerning entitlements and benefits;
- Reviews and processes entitlements and benefits related actions in ERP and other systems in use;
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments, including guiding staff on performance management and staff development, monitoring compliance as required;
- 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 UNHQ elements responsible for capacity development, training and related;
- 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;
- Assists with the monitoring of staff related costs and expenditures in ERP and alerts the concerned staff on any projected shortfall;
- 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;
- 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;
- Responsible for all time and attendance management related activities and arrangements at the Mission level, including performing the function of Time Administrator, monitoring and reporting, working closely with KJSO HR for periodic review/random check exercises, advise staff on time and attendance rules, regulations, procedures and requirements;
- Responsible for creation of mini-master records for non-UN participants of UN/Mission organized events/conferences and coordinate subsequent actions/processes with KJSO HR and Finance sections (Cashiers) i.e. banking details, creation/processing of Travel Requests, Travel Expense Reports and other related actions in Umoja;
- Responsible for initiating Shopping Carts in SRM/Umoja for hiring of Individual Contractors and Consultants as well as for contractual arrangements for travel management and other administrative services (capacity building courses, trainers, etc) including those funded by extra-budgetary i.e. project activities. Coordinates actions and processes relative to IC/Consultancy contracts issuance and subsequent management with the concerned KJSO HR elements;
- Monitors the execution of IC/Consultancy contracts and creates/submits Service-Entry-Sheets (SES) in Umoja with all required supporting documents for approval/payments;
- Primary focal point for travel and training/capacity building activities at the mission level.
- Performs other duties as required.

#### **QUALIFICATIONS AND EXPERIENCE**

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

**Experience:** A minimum of five (5) years of progressively responsible professional experience in administration, finance, budget, accounting, audit, human resources or related area. Specific knowledge of the UN administrative electronic tools, such as Umoja ERP is desirable. Must be familiar with function-related provisions of United Nations rules, regulations manuals and policies. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

**Languages:** Fluency in English and Russian, (both oral and written) is required; knowledge of Turkmen is desirable.

**Other Skills:** Technical training in Finance, Budget, Human resources management or Administration is highly desirable.

#### **UN CORE VALUES AND COMPETENCIES**

**Professionalism:** Ability to maintain accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Practices discretion and observes confidentiality. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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.

**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; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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 the audience; Demonstrates openness in sharing information and keeping people informed.

**Accountability:** Takes ownership of all responsibilities and honors commitments, delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules;

**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 a client informed of progress or setbacks in projects; Meets timeline for delivery of product or services to client.

## APPLICATIONS

Interested candidates should accurately complete, sign and date the attached United Nations Personal History form (P.11) and forward it electronically to the following e-mail address: [holbaev@un.org](mailto:holbaev@un.org) or may submit/deliver their applications in a sealed envelope to the address: **43 Archabil Avenue, Ashgabat, 744036, Turkmenistan.**

**Important:** Applicants should indicate Vacancy Announcement Reference Number and Post Title on the email subject line, if/when submitting electronically and/or on their Cover Letter, if/when the application is submitted/delivered in person to the address mentioned above.

Incomplete P.11 forms will not be accepted. Please note that any information provided on the P.11 form will be considered binding. The selected candidates may be subject to a reference checks process to verify the information provided in the P.11 form.

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the Vacancy Announcement

Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

### No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.