

Internal/External Temporary Job Opening

Date: 13 March 2017

Job opening no.:	JO/2017/001
Section:	Human Resources Section
Functional title:	Human Resources Assistant
Post level:	GS-4
Duty station:	Damascus
Deadline for receiving applications:	02 April 2017
Duration of contract:	one year

Duties and responsibilities:

Organizational setting and reporting relationships:

The position is located in the Human Resources Section in the OSE-Syria. The Human Resources Assistant at this level reports directly to the officer-in-charge of the Human Resources Section.

Within delegated authority, the Human Resources Assistant will be responsible for the following duties:

- Administers all entitlements of national staff members in accordance with the UN Rules and Regulations and other reference documents;
- Conducts exit interviews for separating staff and assists him/her in all final arrangements, drafts correspondence and provides advice on all aspects of separation;
- Provides advice to staff members and responds to queries on issues related to all entitlements;
- Maintains HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports;
- Undertakes research on a range of HR related issues and assists in the preparation of notes/reports;
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval a variety of HR correspondence and other communications; sets up and maintains files/records (electronic and paper); monitors deadlines;
- Performs other duties as required.

Qualification requirements:

- High school diploma or equivalent. University degree and additional training in UN human resources matters is an advantage;
- Minimum of four (4) years of progressively responsible experience in finance, budget, accounting, administrative services and/or related Human Resources area;
- Excellent or Good knowledge of Microsoft Office applications, Excel and Access database. Experience in UN internal applications, such as HR systems, is an asset;
- Good communication skills in English and Arabic, both oral and written. Knowledge of another official United Nations language is an advantage.

Competencies:

- **Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to demonstrate 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

Submission of application:

Please address the **fully completed and signed application form (P.11 or PHP) in English**, together with copies of relevant supporting documents by e-mail to: ose-syria-recruitment@un.org.

Only applications reflecting the job opening number applied for on the subject will be taken into consideration.

Preference will be given to equally qualify female candidates.

Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates.

Your interest in the Office of Special Envoy for Syria is greatly appreciated.