



**United Nations Assistance Mission in Afghanistan (UNAMA)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

<b>Vacancy No.</b>	51/06/2022
<b>Post Title</b>	Assistant Human Resources Officer
<b>Level</b>	NO-A (Fixed-term Appointment)
<b>Organizational Unit</b>	Human Resources and Training Section
<b>Location</b>	Kabul HQ
<b>Number of posts</b>	01
<b>Issuing Date</b>	21/06/2022
<b>Closing Date</b>	05/07/2022
<b>Duration</b>	One (1) year

**Qualified female candidates are highly encouraged to apply**

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

**DUTIES AND RESPONSIBILITIES**

Under the direct supervision of Chief Human Resources Officer, the incumbent will perform the following duties:

**Recruitment and Staff Selection**

- Assists in the management of recruitment process including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening candidates.
- Reviews job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in the line with generic job profiles (GJP's) and Standard on Requisitions.
- Reviews and determines eligibility of applicants in line with requirements stated in the job openings.
- Arranges and conducts interviews for selection of candidates.
- Initiates and follow-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 appointments and Statement of Emoluments.
- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and providing inputs on new procedures on recruitment and staff selection

**Administration of entitlements and Benefits**

- Advises Team Leaders of the Units or Deputy/Chief Human Resources Officer on the development, modification and implementation of United Nations policies and practices on entitlements.
- Assists in advising and guiding managers and staff on human resources related matters.
- Monitors issues on conditions of services for staff and advises the supervisor of any developments.
- Conducts research and prepares written responses to queries related to HR matters.
- Assists in the monitoring and evaluating the effectiveness of the related guidelines, HR rules, regulations practices and procedures.

**Administration of Justice**

- Researches and compiles the mission's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system.
- Provides inputs to efforts and measures aimed at addressing and mitigating staff grievances with the purpose of resolving them at the lowest practical level.

**Other:**

- Assists with the development of a communication strategy with a dedicated intranet page on HR issues

and regular formal and informal meetings.

- Drafts content on HR issues for broadcasts and publication in the CMS Bulletin.
- Conducts research on precedents, policy rulings and procedures.
- Maintains human resources information systems, including constant update and generation of information and reports for use by management.
- Performs other duties as required.

#### QUALIFICATIONS AND EXPERIENCE

**Education:** Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education, or related field is required. A first-level university degree in combination with 2 years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:** Relevant years of work experience is not required for applicants with a relevant master's degree to the position advertised. However, for the applicants with a relevant bachelor's degree a minimum of 2 years of progressively responsible experience in human resources management, administration or related area is required. Relevant training in areas of human resources systems, databases and Enterprise Resource Planning (ERP - UMOJA) or System Application Product (SAP) is required. Experience in creating and processing fund pre-commitment/fund commitment in UMOJA ECC for Human Resources related activities and raising financial authorization in UMOJA is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Dari or Pashto is desirable.

**Special Measure:** No work experience is required for the applicants with relevant master's degree, and the minimum relevant work experience for NO-A is reduced to 1 year for the applicants with relevant bachelor's degree. The special measure is extended until 31 December 2022 and reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

#### UN CORE VALUES AND COMPETENCIES

**Professionalism:** Shows persistence when faced with difficult problems or challenges. 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 in men in all areas of work.

**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.

#### APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.
- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: [unamava\\_support@un.org](mailto:unamava_support@un.org).
- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#51/06/2022** into the email subject line when submitting the duly completed and

signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#51/06/2022**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**

- The selected candidates will 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 four (4) to six (6) weeks from the deadline indicated on the VA.

**Required documents to be submitted along with the signed and completed UN P.11:**

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.

**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 in applicants bank account.

**Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**

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.