

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

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**VACANCY ANNOUNCEMENT # 2016-006**  
**Human Resource Assistant (*National Position*)**  
**Level (ICS-5)**  
**Jerusalem/OCHA oPt**

**Contract:** Fixed Term Contract, ICS-5  
**Duty Station:** Jerusalem  
**Duration:** One year with possibility of extension  
**Starting Date:** As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA office in the occupied Palestinian territory has expanded its presence. Through its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and national-level coordination at both the operational and policy levels.

Under the guidance and supervision of the Administrative Officer, the HR Assistant provides HR services ensuring high quality, accuracy and consistency of work. The HR Assistant ensures execution of transparent and efficient HR services in CO and Field offices. The HR Assistant promotes a collaborative, client-oriented approach and supports to the maintenance of high staff morale.

The HR Assistant works in close collaboration with the Administration, Field Coordination Units, and other units within the OCHA oPt Office and other UN Agencies staff to ensure consistent service delivery.

## **Summary of Key Functions:**

- ❑ Administration and implementation of HR strategies and policies
- ❑ Implementation of HR Services
- ❑ Facilitation of recruitment of UN Volunteers and Interns
- ❑ Provision of Administrative Services to the CO and Field Offices
- ❑ Support to UN-related surveys
- ❑ Support to staff career management and career development
- ❑ Support to knowledge building and knowledge sharing

### **1. Ensures administration and implementation of HR strategies and policies focusing on achievement of the following results:**

- ❑ Full compliance of records and reports with UN rules, regulations, UNDP policies, procedures and strategies; effective implementation of the internal control framework.
- ❑ Provision of advice and information on corporate strategies, changes in rules and regulations, implementation of personnel rules, strategic use of contractual modalities, application of entitlements, change management processes.
- ❑ Ensure transparency, confidentiality, gender balance and geographical diversity are observed in the recruitment processes.

### **2. Implementation of HR services for National Staff focusing on achievement of the following results:**

- ❑ Preparation of draft job descriptions, vacancy announcements, compiling matrixes, performing functions of Secretary and HR representative in interview panels.
- ❑ Draft the interview minutes for endorsement by the panel members.
- ❑ Input and tracking of all transactions related to positions, recruitment, and benefits.
- ❑ Ensure full documentation on recruitment is forwarded to UNDP in a timely Manner for CRP approval.
- ❑ Representation of OCHA oPt in the HR monthly meetings.
- ❑ Ensure appropriate and timely actions for renewals of contracts for OCHA oPt National Staff
- ❑ Participate in the local Salary Surveys with other UN Agencies.
- ❑ Maintenance of proper filing system for HR records and documents.

### **3. Provision of HR services for OCHA international Staff focusing on achievement of the following results:**

- ❑ Provision of advice on service visa arrangements for newly appointed international staff.
- ❑ Follow up on issuance and extensions of visas, UNLPs and MOFA ID Cards for OCHA International Staff members in a timely manner.
- ❑ Report to Geneva HQ on arrival of International staff member.
- ❑ Follow up on R&R and Home leave entitlements and forward proper documentation upon completion by staff member to Geneva HQ in a timely manner.

- ❑ Ensure documentation on separation for OCHA International staff is properly prepared and forwarded to Geneva HQ in a timely manner.
- ❑ Ensure appropriate and timely actions for renewals of contracts for international staff.

#### **4. Facilitates the recruitment of UN volunteers and Interns**

- ❑ Liaise with UNDP UNV department on the recruitment of National UNVs, from drafting the Description of Assignment and obtaining approval, coordination of tests, arranging for interviews and organization of the recruitment process.
- ❑ Liaise with UNDP UNV department and UNV Bonn on the recruitment of International UNVs.
- ❑ Liaise with OCHA oPt Heads of Units on their requirements for internship.
- ❑ Liaise with OCHA Geneva on advertisement and selection of interns

#### **5. Ensures proper of staff performance management and career development to OCHA CO and Field Offices**

- ❑ Provision of background information to OCHA management on staff performance management and career development activities.
- ❑ Provision of background information for drafting Whole office learning plan and individual learning plans.

#### **6. Supports knowledge building and knowledge sharing in the CO focusing on achievement of the following results**

- ❑ Participation in the trainings for the operations/projects staff on HR.
- ❑ Contribution to knowledge networks and communities of practice.

#### **7. Provides Administrative services to OCHA CO and Field Offices**

- ❑ Conduct of UN-related surveys by collection of information for comprehensive and interim local salary, participation in the work of LSSC, hardship and place-to-place surveys.
- ❑ Update OCHA oPt Induction Package on regular basis.
- ❑ Provide OCHA newly appointed staff upon arrival with an induction session and explain about all the entitlements and privileges under the staff rules and regulations.
- ❑ Maintain data for Personnel Records.
- ❑ Focal Point for OCHA oPt Contact Management System “OCM”.
- ❑ Provide advice to supervisor on Performance Appraisal System (PAS) for National and International Staff and keep an up to date list of completed PASs and ensure 100% PAS compliance.
- ❑ Follow up on all administrative arrangements for visitors and secondees by coordinating visas, transportation and accommodation.
- ❑ Follow up on issuance of UNDP ID cards for OCHA National and International Staff.
- ❑ Follow up on the preparation of entry/exit permit requests to Gaza for National staff and follow up with Israeli DCL on the status of the applications.
- ❑ Follow up on the preparation of entry/exit permit requests for OCHA West Bank staff to Jerusalem with Israeli DCL.
- ❑ Perform other duties as required by direct supervisor.

## **Impact of Results:**

The key results have an impact on the overall execution of the CO HR services and success in timely recruitment, processing of entitlements and implementation of HR strategies and policies. Accurate analysis and tracking of contractual and HR services in the CO and Field offices.

## **Competencies:**

### **Corporate Competencies:**

- ❑ Demonstrates commitment to UNDP's mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### **Functional Competencies:**

#### Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- ❑ Analyzes general information and selects materials in support of partnership building initiatives

#### Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- ❑ Researches best practices and poses new, more effective ways of doing things

#### Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- ❑ Understands the main processes and methods of work regarding to the position
- ❑ Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- ❑ Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- ❑ Demonstrates good knowledge of information technology and applies it in work assignments

#### Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change

- ❑ Demonstrates ability to identify problems and proposes solutions

#### Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems

- ❑ Uses information/databases/other management systems

### Client Orientation

Level 1.1: Maintains effective client relationships

- ❑ Reports to internal and external clients in a timely and appropriate fashion
- ❑ Organizes and prioritizes work schedule to meet client needs and deadlines

### Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information

- ❑ Gathers and disseminates information on best practice in accountability and results-based management systems

### **Core Competencies:**

- ❑ Demonstrating/safeguarding ethics and integrity
- ❑ Demonstrate corporate knowledge and sound judgment
- ❑ Self-development, initiative-taking
- ❑ Acting as a team player and facilitating team work
- ❑ Facilitating and encouraging open communication in the team, communicating effectively
- ❑ Creating synergies through self-control
- ❑ Managing conflict
- ❑ Learning and sharing knowledge and encourage the learning of others.
- ❑ Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- ❑ Informed and transparent decision making

### **HR Certification programme**

#### **Education:**

High school diploma with specialized certification in HR. University Degree in Business or Public Administration would be desirable, but it is not a requirement.

#### **Experience:**

3 to 5 years of progressively responsible Admin experience is required at the national or international level. HR experience is a requirement. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems.

UN experience is an asset.

#### **Language requirements:**

Fluency in the UN and national language of the duty station.

**CLOSING DATE FOR APPLICATIONS: 06 August 2016**

**Applications received after this date will not be considered.**

**Women are encouraged to apply**