

**UNHCR**United Nations High Commissioner for Refugees
Alto Comisionado de las Naciones Unidas para los RefugiadosUNHCR
ACNUR COLOMBIA**VACANCY ANNOUNCEMENT N° 019/18**

Duty Station: Bogotá
Position Title: Human Resources Assistant
Level: G4
Type of contract: Temporary Appointment
Effective date: 1 June 2018

Minimum Essential qualifications

- Completion of secondary education.
- Minimum 4 years of previous relevant work experience.
- Fluency in English and working knowledge of another relevant UN language or local language.

Desirable qualifications and competences

- Field experience with UNHCR and/or with other humanitarian organizations is an asset.
- Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization.
- High IT affinity and working experience of PeopleSoft/MSRP.

Organizational Context

Human Resources Assistant will function under direct supervision of the Administrative or Human Resources Officer/Associate, assisting him/her in personnel administration and other HR related matters, including the process of recruitment and appointment of staff, and in the performance management and welfare issues of staff under area of responsibility (AOR).

Accountability (*key results that will be achieved*)

- The workforce in the AOR is well-informed of the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

Responsibility (*process and functions undertaken to achieve results*)

- Provide clerical support in the recruitment, assignment, reassignment and separation of local general service staff.
- Assist in processing local staff members' contracts, entitlements and benefits in accordance with Staff Rules and established HR procedures.
- Provide advice to staff members on their rights, obligations, benefits and entitlements according to the UN/UNHCR staff rules and regulations.
- Assist newly arrived international staff with administrative formalities related to their accreditations, security/ground passes, arrange travel and hotel reservations. Assist with shipment of their personal effects in coordination with the logistics section.
- Provide administrative support to staff and dependants in case of medical evacuations, as well as security evacuations/relocations.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
- Perform other related duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Initiate calculations for payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.
- Initiate routine correspondence on HR matters for the authorizing officer's approval.

How to apply	<ul style="list-style-type: none">▪ Applications must be sent to the email: colbovac@unhcr.org including in the subject the applicant name, and the vacancy number and name.▪ Please use attached Personal History Form to apply - <u>Applications received in other forms will not be considered.</u><ul style="list-style-type: none">✓ Contact information of previous employers must be included in the attached PHF form.✓ If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form.✓ It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.▪ Shortlisted candidates may be tested.▪ Deadline for applications: 17 May 2018, 17:45 hours. <p>Applications of women and men will be equally considered.</p>
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