

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY NOTICE

Position Title:	Human Resources Assistant
Position N°:	10017554
Vacancy N°:	062-20
Category & Level:	General Service, G-4
Location:	Bogotá, Colombia
Effective date:	01 June 2020
Closing Date:	14 May 2020

ORGANIZATIONAL CONTEXT

In 2020, Colombia continues to be the country most impacted by the arrival of refugees and migrants from Venezuela, currently hosting 1.8 million Venezuelans. Additionally, over 800,000 Colombian nationals have returned from Venezuela. This poses an enormous challenge since the Colombian State not only needs to respond to massive influx of Venezuelans, but also long-standing unmet needs and gaps within the national population, prompting national and local government with limited capacity, in the development of socio-economic integration policies for both populations. Due to the COVID context, border crossings with Venezuela have been closed since 14 March, and there is limited access to territory for persons in need of international protection.

The Human Resources Assistant will work under direct supervision of the Human Resources Officer, 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).

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

To find out more information about UNHCR, please visit our [website](#).

Functional statement

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

- * Assist in the recruitment, assignment, reassignment and separation of local general service staff. 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.

Authorities *(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.
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Essential minimum qualifications & Professional experience

- * Completion of secondary education.
 - * Minimum 1 years of previous relevant work experience.
 - * Fluency in English and working knowledge of another relevant UN language or local language.
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Required competencies

- * Accountability
- * Teamwork & Collaboration
- * Communication
- * Commitment to continuous learning
- * Client & Result Orientation
- * Organizational Awareness
- * Planning and Organizing

Desirable qualifications and competencies

- * 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.

Submission of applications

If you wish to be considered for this vacancy, please submit your [Personal History Form \(PHF\)](#) and its [Supplementary Sheet](#) (if applicable) by e-mail with “**VN- 062-20 Your LAST NAME, Name –Human Resources Assistant – G4, Bogota**” in the subject line to colbovac@unhcr.org by **14 May 2020**.

Please use attached Personal History Form to apply. **Applications received in other forms will not be considered.** 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 Sheet. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates will be required to sit for a competency-based interview; a test may be administered. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. Only candidates of Colombian nationality will be considered for this vacancy.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>