

## Temporary Job Opening

Job Title, Level:	Human Resources Assistant, GS-6
Department/Office:	Human Resources Management Section
Remuneration:	Starting from US\$ 25,423 gross per annual depending on relevant background and experience
Number of Positions:	One
Duration:	This TJO is for an initial period of six (6) months with possibility of extension, subject to the availability of the funds.
Location:	Phnom Penh, Cambodia
Posting Period:	24 January to 06 February 2019
Job Opening number:	19/GS/HRMS/01

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

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### Org. Setting and Reporting

Under the applicable law, and in accordance with the terms of the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) has jurisdiction to try senior leaders and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

This position is located in the Human Resources Management Section. The incumbent reports to the Associated Human Recourses Officer.

### Responsibilities

Under the overall supervision of the Associated Human Recourses Officer, the incumbent is required to perform the following functions:

#### Recruitment and placement of national Staff members and Consultants

- Participates in the selection of candidates including evaluating and screening applications of such candidates, preparing profiles of candidates, and conducting preliminary interviews, and conducting roster searches for vacancies and identifying short-lists of candidates.
- Assists in the filling of posts for all categories, including initiating and following-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 appointment and Statement of Emoluments.
- Assists in organizing and coordinating competitive recruitment examinations.
- Oversees the maintenance of vacancy announcement files and tracking status of vacancy announcements.
- Presents recruitment cases, as appropriate, for endorsement to the Local Review Panel.

#### Administration of entitlements

- Reviews and processes requests for entitlements and claims.
- Maintains UMOJA entitlements reference tables.

#### Staff development and career support training

- Assists in the organization of training sessions and workshops.

- Provides logistics and administrative support, as required.

### **General**

- Conducts exit interviews for separating staff and assists him/her in final arrangements.
- 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 correspondence and other communications; performs budget preparation, input monitoring and implementation in UMOJA, etc.; sets up and maintains files/records (electronic and paper).
- Prepares written response to queries concerning HR related matters.
- Performs other duties as required.

### **Competencies**

**Professionalism:** Knowledge of human resources policies, procedures and practices and ability to interpret and apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. Ability to demonstrate good interpersonal and presentation skills. 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 and men in all areas of work.

**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.

**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.

### **Education**

High school diploma or equivalent is required. University Degree in HR, Business or Public Administration would be desirable.

### **Work Experience**

A minimum of seven years of progressively responsible experience in Human Resources Management, administrative services or related area.

Experience with the United Nations Common System is desirable. Working experience with enterprise resource planning (ERP) systems is desirable.

Knowledge of UN/UNDP HR Rules & Regulations and policies is a strong advantage.

### **Languages**

Khmer, English and French are the working languages of the ECCC. For the post advertised, fluency in English and Khmer is required. Knowledge of Khmer is an asset.

### **Assessment Method**

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

### **Special Notice**

Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Issuance of appointment is contingent upon availability of funds and extension of mandate. This is a temporary position and will be available for six months initially; an extension is subject to the extension of the mandate of UNAKRT, the availability of funding and/or individual performance.

### **HOW TO APPLY:**

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at <http://unakrt-online.org/sites/default/files/pagedocs/p11.doc#overlay-context=content/recruitment>, and submit it, in duplicate, mentioning the job opening number, to the Personnel Section, UNAKRT, to the following email address [unakrt-jobs@un.org](mailto:unakrt-jobs@un.org)

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations-chapter 3, article 8).

This vacancy is open for Cambodian nationals only.

Qualified women are encouraged to apply.

### **United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.