UNOPS

Operational excellence for results that matter

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy code: **2014/UNOPS/AEMO-RSPC/VA/IHIS/021**
Post Title: **HR Assistant**
Post Level: **L-ICA 3**
Project: **Integrated Hospital Information System (IHIS) Project**
Org Unit: **UNOPS/AEMO/RSPC**
Duty Station: **Belgrade, Serbia**
Duration: **7 months with possibility of extension**
Start Date: **Immediate**
Closing Date: **1 June 2014**

Project Background

The World Health Organization in Serbia was requested by the Ministry of Health (MoH) and the European Union to implement the EU IPA-funded Project: "Implementation of the Hospital Information System (HIS)". UNOPS agreed to be the Administrative Agency, and to provide with WHO support to the overall implementation of the MoH's Integrated Information System Strategy.

The purpose of this Project is to develop/upgrade, integrate and install Electronic Health Record (EHR) in the context of development of Integrated Health Information System (IHIS) in Serbia. It should be aligned with the different existing EHR and HIS, and in accordance with European standards. It also involves capacity building and development for hospital staff for its use and maintenance in accordance with best EU practices.

The Project should continue to improve IT infrastructure building on the results of EHR infrastructure developed through the EU funded project and the MoH "Serbia Health Project", by further integration of data delivered by healthcare institutions and also by upgrade and implementation of a customized hospital information system in 19 hospitals to be integrated with the EHR.

Duties and Responsibilities

Under the guidance and supervision of HR Officer, the HR Assistant will provide support to HR services ensuring high quality of work, accurate, timely and properly recorded and documented service delivery. The HR Assistant promotes a client, quality and resuls-oriented approach and works closely with operations and project teams so to ensure consistent service delivery in line with UNOPS rules, business processes and best practices.

In particular, the HR Assistant will perform following tasks:
- Provide assistance in recruitment and selection processes including administration of vacancy e-mail account, preparation of long list of candidates, scheduling of interviews and assisting in interviews proceedings as required.
- Administer all entry details and forms of newly appointed personnel and consultants ensuring they are correctly filled-in and timely submitted.

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- Provide assistance in administration of Individual Contractor Agreements by ensuring that human resources files and records are maintained in clear auditable manner and in accordance with the UNOPS policies and procedures.
- Create/maintain HR related vendors and process Purchase Orders (POs) for all personnel's entitlements in the ATLAS financial system.
- Process monthly payments for Individual Contractors ensuring appropriateness of applied rates and calculations, timely registration within ATLAS financial system and preparation of support documentation in line with applied procedures and practices.
- Ensure record keeping of completed payments, contract award follow-up and reporting on spent/available awarded amounts.
- Perform leave monitoring and management of Global Leave System including provision of leave statistics and leave plans.
- Provision of staffing tables, informative and statistical summaries.
- Provide assistance in development and training of personnel by collecting feedback on learning events and summarizing of results for review purposes.
- Contribute to the implementation of internal control systems, report any identified weaknesses and suggest remedial action(s).
- Assume Buyer profile tasks in the UNOPS financial ATLAS system.

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

Required Selection Criteria

a. **Education**
- Secondary education, preferably in Business Administration or related administrative field
- Bachelor's degree an asset

b. **Work Experience**
- Five years of experience in supporting of human resources and/or other relevant administrative fields
- Experience in the usage of computers and office software packages and experience in handling of web-based management systems

c. **Key Competencies**
- Promotes ethics and integrity
- Professionalism
- Respect for diversity
- Focuses on result for the client and responds positively to feedback
- Planning and organization
- Communication skills
- Team work and interpersonal skills
- Demonstrates commitment to UNOPS mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Consistently approaches work with energy and a positive, constructive attitude.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) available at the UNOPS website to UNOPS office via e-mail srpc.vacancies@unops.org. Kindly indicate the vacancy number and the post title in the subject line.

Additional Considerations

- Applications received after the closing date will not be considered
- Only those candidates that are short-listed for interviews will be notified
- Qualified female candidates are strongly encouraged to apply
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post

For more information on UNOPS, please visit the UNOPS website at **www.unops.org**