



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: VA/2016/B5109/9862
Post Title: HR Assistant
Post Level: L-ICA 5
Org Unit: ECR, RSPC, Serbia
Duty Station (DS): Belgrade, Serbia
Duration: Eight months, renewable subject to satisfactory performance and funds availability
Closing Date: 2 May 2016

1. Project(s) Background

The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity. It is the first organisation in the world that was awarded four most prestigious accreditations for the project management, and it incorporates global best practices such as PRINCE2®. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, and it established the Serbia Project Centre (RSPC) in 2013. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio- economic reforms, and facilitation of European Union integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

Currently, the RSPC is implementing eight projects, in the areas of: rehabilitation of the damage incurred during May 2014 floods in Serbia, sustainable municipal development, creating more favourable environment for employability, business and infrastructure growth, enhanced good governance, social inclusion including durable housing solutions for the most vulnerable population and their access to health, education and jobs.

2. Duties and Responsibilities

Purpose and Scope of Assignment

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/documented service delivery.

The HR Assistant promotes a client, quality and results-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 received applications, 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.
- Provide assistance in administration of Individual Contractor Agreements by ensuring that human

resource files and records are maintained in clear auditable manner and in accordance with the UNOPS policies and procedures.

- Process monthly retainer/lumpsum fees calculation for Individual Contractors ensuring appropriateness of applied rates, preparation of support documentation and timely submission for payment processing.
- Ensure record keeping of completed payments, contract award follow-up and reporting on spent/available awarded amounts.
- Update and management of the staffing tables and provision of informative and statistical summaries.
- Maintenance and update of the local roster/database of endorsed candidates.
- Record keeping for learning activities and summarizing of results for review purposes.

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

3. Required Selection Criteria

a. Education

- High school diploma is required
- Bachelor degree preferably in business administration or related administrative field will be considered as an asset

b. Work Experience

- Five years of experience in human resources and/or other relevant administrative field is required in combination with a high school diploma. BA degree may substitute for some years of experience.
- Experience with UN and/or UNOPS administrative management systems will be considered as an asset

c. Language Requirements

- Fluency in English and Serbian is required

d. 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.
- Remains calm, in control and good humored even under pressure.

Submission of Applications

Qualified candidates may submit their application, including a Letter of Interest, Curriculum Vitae and updated United Nations Personal History Form (P.11) to UNOPS via UNOPS Global Personnel Recruitment System at following link:

<https://gprs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=9862>

This is a local position, it is therefore open to Nationals of Serbia and to individuals who have a valid residence/work permit.

Additional Considerations

- Please note that the closing date is midnight Copenhagen time (CET)
- 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.
- For staff positions only, UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

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