

Posting Title : Human Resources Services Officer, 17
Job Code Title : Human Resources Services Officer
Department/ Office : UNRWA - Human Resources
Location : BEIRUT
Posting Period : 24 August 2021-6 September 2021
Job Opening number : 21-HRE-UNRWA - Human Resources-159064-R-BEIRUT
(R)
Staffing Exercise : N/A

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

Org .Setting And Reporting

The incumbent of this post is responsible to the Head Field Human Resources Office (HFHRO) and supervises staff assigned to his/her Division.

Responsibilities

In accordance with Agency policy and procedures, the incumbent:
Manages, supervises and monitors the work of the Human Resources Services Division, including overseeing the preparation of personnel actions, maintaining staffing tables, records, and benefits; ensures that the Human Resources Services team responds to requests on related matters in a timely manner; provides coaching, mentoring and training to the Division's staff members;

Ensures the application of staff Regulations, Rules, Personnel Directives and Instructions, and other statements of policy governing the duties, obligations, privileges, benefits and entitlements of Area staff;

Reviews and provides advice on exceptions to policies, regulations and rules; administers and provides advice on salary and related benefits, and social security entitlements; determines and recommends benefits and entitlements for staff on the basis of contractual status; advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements;

Develops working strategies and internal control methods to ensure the best management of benefits and entitlements and to preserve the Agency's assets;

Ensures processing and accuracy of payroll and data elements (against appropriate authorization) and certifies monthly payroll;

Performs such other duties as may be assigned.

Competencies

Excellent communication skills;

Proven ability in establishing effective internal work relationships at all levels and in managing/leading a team;

Good judgment and decision-making skills;

Direct involvement with or exposure to a unionized environment;

Creativity and ability to take initiative;

Ability to work under pressure.

Education

Advanced university degree in business, public administration, human resources or a related discipline.

Work Experience

At least seven years of progressively responsible experience in human resources and general administration, (for Bachelor degree holders, at least ten years of same experience is needed). including at least five years in a supervisory position;

Languages

Excellent command of spoken and written English and Arabic.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Please make sure that your application is filled properly, correctly and completely; any missing or incomplete information may lead to the rejection of the application by the system.

All applicants to the previous recruitment, if still interested, need to re-apply to this vacancy.

This advertisement is Fixed – Term appointment for 3 years including 1 year probation period, with the possibility of further extension, subject to availability of funds, satisfactory performance and continuing need.

UNRWA is committed to achieving gender parity at all levels of staffing under the current

UN-wide gender agenda and strongly encourages applications from qualified applicants from under-represented groups (based on, for example, gender, disabilities).

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change. UNRWA's strategic objectives:

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes:

- (a) Palestine refugee rights under international law are protected and promoted;
- (b) Palestine refugee health is protect and disease burden is reduced;
- (c) school – age children complete quality, equitable and inclusive basic education;
- (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and
- (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health.

UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

Equivalency: Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered.

N.B: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination.

Desirable qualification: Advanced courses in HR Management;

Working experience or academic training in HR or Personnel Services.

Conditions of service: Monthly basic salary USD 1,705.60 + SPLA USD 167 + Special Occupational Allowance (SOA) 37.04%

Other benefits include monthly Provident Fund contribution (15.2% of basic salary paid by the Agency), compulsory medical insurance, 30 days of annual leave, and dependency allowance (if applicable).

Additional information: The incumbent may be required to work beyond normal duty hours

"Candidates need to check the Junk Email as emails from INSPIRA may go to Junk; it is the candidate's responsibility to check his/her email".

"Any candidate that applied in a previous round will need to re-apply in order to be considered for this post".

General Information: This vacancy notice is open to internal and external candidates. Only candidates residing in Lebanon at the time of application are eligible to apply. During and after the completion of the recruitment process, candidate's request for review of decisions must be submitted within 48 hours from the formal notification by UNRWA. Requests received after that will not be considered. UNRWA is a United Nations agency whose staff are therefore expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. The Agency will disqualify applicants

who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List. UNRWA is a non-smoking work environment. The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Please find below the link to a video that guides applicants on how to apply to Job Openings that approach you for guidance:

<https://drive.google.com/file/d/1MH-IYA6Y8kxA1fgao5qyTV8VwNajgx4u/view>

United Nations Considerations

Staff members are subject to the authority of the Commissioner-General of UNRWA and to assignment by him or her.

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified applicants from under-represented groups.

At UNRWA, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNRWA is committed to creating a diverse and inclusive environment of mutual respect. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

UNRWA Considerations

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Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in

the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.