



United Nations Mission in Nepal (UNMIN)

DEADLINE FOR APPLICATION:	5 August 2010
POST TITLE:	HR Assistant
LEVEL	GSL-4
NUMBER OF VACANT POST:	One
SECTION:	Personnel Section
DUTY STATION	Kathmandu

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

Under the direct supervision of the Supervisor, Recruitment and Staffing Unit, and overall supervision of the Officer-in-Charge, Personnel Section, the Personnel Assistant will perform the following duties:

- Assists in preparing and updating the mission's staffing table;
- Monitors staff movements i.e. reassignments within department/mission, Short-term (TDY) assignments, reassignment/reappointment to other peacekeeping missions;
- Updates both international and national recruitment status reports;
- Assists in preparing UNMIN's monthly complementary reports, UNMIN's weekly consolidated report, fact sheets and briefing notes as well as weekly administrative reports and statistical reports;
- Drafts Arrival Notification faxes on reassigned staff members to missions;
- Assists with various aspects of the international recruitment process in accordance with the SOPs;
- Provides administrative support to the Recruitment and Staffing Unit;
- Performs other duties as may be assigned from time to time.

Competencies:

- **Professionalism:** Knowledge of the human resources policies, procedures and practices and ability to apply them in an organizational setting.
- **Communication:** Ability to speak and write clearly and effectively. Effective drafting skills are a requirement.
- **Teamwork:** Good interpersonal skills; ability to work in multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

- **Planning and Organization:** Uses time efficiently. Ability to prioritize assignments and allocate appropriate time for completing assignments. Strictly observes deadlines. Ability to work effectively under pressure. Ability to handle a large volume of work in an efficient and timely manner.
- **Client Orientation:** Receptive towards client needs. Maintains tact, diplomacy and confidentiality at all times.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession. Initiative and willingness to learn new skills.
- **Technological Awareness:** Excellent computer skills are a requirement.

Qualifications:

Education: High school diploma or equivalent.

Experience: A minimum of four (4) years of experience in human resources management, administrative services or related area.

Language: A good command of the English Language – orally and written.

Qualified candidates are requested to complete a United Nations Personal History Form P.11 available on UNMIN webpage <http://www.unmin.org.np> and submit their applications by email mentioning the vacancy title, to the following email address: unmin-recruitment@un.org. The deadline for the receipt of applications is COB 5 August 2010. Only short-listed candidates will be contacted.