

Vacancy No:	VA/UNSSC/017/2024
Post Title:	Human Resources Assistant, G4
Organizational Unit:	Administrative Services, Integrated Business Centre
Duty Station:	Turin, Italy
Duration:	1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications:	16 August 2024

At the United Nations System Staff College (UNSSC), 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. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Organizational Context:

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

The United Nations System Staff College operates through two distinct but inter-dependent departments: 1) Learning and Knowledge Services (LKS), and 2) Integrated Business Services (IBC). The IBC adds value to the relationship between UNSSC, its clients and donors through integrated support to UNSSC's Directorate and programmes in the areas of Administrative Services, Digital Learning Services, and Client Management Services.

Administrative Services include: Policy and Planning, Human Resources, Budget and Finance, Office premises and Logistics, and Information and Communication Technology Services.

Terms of reference:

Reporting to the Chief of Administrative Services, and in close collaboration with the Associate Human Resources Officer, the Human Resources Assistant will provide HR support services to the Staff College in the following areas: recruitment of personnel at the junior level; personnel accreditation and onboarding; personnel training and development; administration of data and policy repository.

Support to Recruitment processes

Provide support to recruitment processes of staff at the junior level positions (up to P2), and non-staff personnel (Associate Fellows, Academic Fellows, consultants, interns). This includes:

- Screening applications for vacancies, including preparing long lists of candidates with an indication of their eligibility
- Organizing and facilitating Interview and Selection Panels' meetings
- Facilitating written assessments and interviews (virtual and live)
- Drafting Interview and Selection Panel's reports
- Conducting reference checking on recommended candidates
- Requesting financial obligations for consultancy contracts, internships, and academic fellows' contracts

Personnel accreditation and onboarding

- Act as focal point for UNSSC personnel with regard to accreditation and visa procedures
- Liaise with the Italian Ministry of Foreign Affairs and Italian Embassies abroad when required

Personnel training and development

- Act as chair of the UNSSC Personnel Training and Development Committee
- Provide administrative support to the organization of group training activities for UNSSC, in accordance with the Personnel Training and Development plan

Administration of data and policy repository

- Provide support in updating UNSSC personnel internal records
- Provide support in structuring the visualization of UNSSC workflows, processes and procedures for induction and internal reference
- Provide support for the development of Standard Operating Procedures for matters related to Human Resources
- Perform other duties within functional profile as assigned and deemed necessary for the efficient functioning of the office and the Organization.

Competencies:

Professionalism

Knowledge of the human resources policies, procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. 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.

Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Keeps information confidential when required.

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.

Planning & Organizing

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability

Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.

Commitment to Continuous Learning

Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Qualifications required:

Education:

High School Diploma.

Experience:

This position requires:

- At least 4 years of work experience in administrative services (such as human resources, general administration, programme assistance or other related area) is required.
- Experience in an international environment is required;
- Familiarity with Virtual Interview Management Systems is an asset

Languages and other skills:

- Working knowledge of English and Italian is required.
- Good knowledge of office technology such as MS Office package and Web-based Collaborative Platforms is required
- Experience with any Enterprise Resource Planning systems (ERP) is an asset.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and

Please apply through the online application form available at:

<https://www.unssc.org/about/employment-opportunities>