



**UNITED NATIONS
UNIVERSITY**

VACANCY ANNOUNCEMENT

**LOCAL RECRUITMENT
(Bonn, Germany)**

**HUMAN RESOURCES FOCAL POINT
(Personnel Service Agreement - PSA)**

Organizational Unit : United Nations University, Vice-Rectorate in Europe, Bonn, GERMANY

Reference Number : 2010/UNU/ViE/HRFP(PSA)/04

Applications to : *By Post:*
United Nations University
Human Resources Services
Wisma U.N.
Kompleks Pejabat Damansara
Jalan Dungun
Damansara Heights
50490 Kuala Lumpur
MALAYSIA

By E-mail: hrfp-vie@unu.edu.

Closing Date : Extended to 31 March 2011

United Nations University's Mission:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. For more information please visit www.unu.edu.

We are looking for an outstanding individual with solid experience in human resources management and the ability to bring significant contribution to the worldwide expansion of UNU's operations.

United Nations University Vice-Rectorate in Europe

The Vice-Rectorate in Europe concentrates on relationships between advancing science and technology for human security. It administers the units providing the services to four UNU entities in Bonn. For more information on these four UNU entities, please visit the following websites: www.vie.unu.edu; www.ehs.unu.edu; www.unwater.unu.edu; www.ihdp.unu.edu.

Responsibilities:

Under the supervision of the Chief of Human Resources of the UNU Headquarters, the incumbent will be responsible for the following duties:

Recruitment and placement

- Assist in editing, proofreading and finalizing vacancy announcements for approval by Requesting Units. Arrange for vacancy announcements to be placed in various advertising channels e.g. UNU website, UNU Intranet, circulation to other UN Agencies and external print or online media.
- Participate in the selection of candidates for certain positions; including evaluating and screening applications of those candidates. Prepares profiles of candidates, conduct preliminary interviews, and identify short-lists of candidates.
- Assist in the filling of posts for all categories, conduct reference checks and academic verifications, ensure the completion of the pre-recruitment formalities, calculate salaries and related benefits.
- Maintain vacancy announcement files and track status of vacancy announcements.
- Advise staff on visa, general staff benefits and entitlement matters.

Reviewing of staff benefits and entitlements

- Review requests for entitlements and claims.

Staff development and career support training

- Assist in the orientation of new staff.
- Provide logistics and administrative support to the HR team.
- Assist in determining staff training, development and career support needs.

Classification

- Assist in reviewing and processing requests for job classification.
- Provide advice and answers general queries on job classification procedures and processes.

Contracts Management

- Assist in monitoring contractors' delivery of agreed works and obligations as per service agreements/contracts.
- Assist in preparation of contracts for services.
- Prepare monthly payroll for contractors.
- Assist with coordination of performance review activities and follow-up for contract renewals or non-renewals.

General HR Administration

- Conduct exit interviews for separating staff and assists in final arrangements.
- Maintain HR related automated systems and applications, including databases of HR statistics. Prepare periodic HR reports.
- Undertake research on a range of HR related issues and assist in the preparation of notes/reports.
- Provide general office support services; process, draft, edit, proofread and finalize for signature/approval a variety of correspondence and other communications.
- Assist in preparation of draft memoranda/responses, including briefs of meetings and preparation of reports.
- Train and supervise subordinate(s) in the unit.
- Provide advice to managers on the application of UN staff rules and regulations, policies and procedures
- Advise and counsel employees on rights, responsibilities, code of conduct, work and entitlements and provide advice on policies, rules and regulations.
- Provide support and inputs to local salary surveys assessing labor market to establish salary and related allowances for locally recruited staff
- Assist with the preparation of budget and work plans for human resources requirements.
- Monitor and record employee attendance and leave.
- Maintain HR records and files (electronic and paper); schedule appointments, monitor deadlines, etc.
- Perform other duties as required.

Required qualifications and experience:

- University Degree in Human Resources or a relevant field of study (Social Science, Psychology, International Relations and/or Business Administration) or equivalent qualification
- At least 3 to 4 years of progressive experience in HR with proven experience in the areas of contracts management, HR advisory services and recruitment
- Experience at international level is desirable
- Sound knowledge and experience in administration and interpretation of HR policies
- Experience in conducting salary surveys will be advantageous
- Excellence in both oral and written English and German is required; working knowledge of other UN languages will be an asset
- Proficient in MS office applications including data analysis and report management using MS Excel or Access
- Knowledge of ERP systems such as PeopleSoft or any other systems would be advantageous
- Ability to work under minimal supervision with high level of resilience
- Good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Remuneration:

Monthly remuneration of approximately EUR 3,000 not subject to German social security provisions.

Duration of contract:

The successful candidate will be offered a contract for one (1) year, with possibility of renewal subject to satisfactory performance and availability of funding. The successful candidate will be employed under UNU's Personnel Service Agreement (PSA) contract and will not hold an international civil servant status nor hold the "staff member" status as defined in the United Nations Staff Rules and Regulations. UNU is committed to achieving workforce diversity in terms of gender, nationality and culture. This is a locally recruited position and no relocation expenses or allowances apply.

Starting date: By 1 July 2011.

Application Procedure:

Interested applicants should submit their applications, preferably by e-mail, and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a completed and signed UNU Personal History form (P.11) downloadable from UNU website at www.unu.edu/employment. Please avoid using similar forms provided by other United Nations organizations;
- the application must also indicate the reference number of the vacancy announcement.

Only short-listed candidates will be contacted.