

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

Vacancy Announcement No. UNHCR/VN/ 2018/17
Internal/External Circulation

Position Title: Senior Human Resources Assistant	Position Level: G5	Date Issued: 29/01/2018
Position No.: 10027587	Report To: Associate HR Officer	Closing Date: 12/02/2018
Section/ Unit: Admin/ HR	Duty Stations: Damascus	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability

- The workforce in the AOR is well-informed of the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

Duties and Responsibilities:

- Assist in the recruitment, assignment, reassignment and separation of local general service staff. Prepare documents for the interview panel for the recruitment of local staff.
- Process local staff members' contracts, entitlements and benefits in accordance with Staff Rules and established HR procedures.
- Update personnel related information in MSRP/HR module where this activity has been rolled out from PAPS to the respective office.
- Advise staff members on their rights, obligations, benefits and entitlements, and assist them in interpreting UN/UNHCR staff rules and regulations.
- Assist newly-arrived international staff with administrative formalities related to their accreditations, security/ground passes, submission of completed forms and related documents to headquarters, arrange travel and hotel reservations
- Assist with shipment of their personal effects in coordination with the logistics section.
- Administer UNHCR medical insurance plan for locally recruited staff. Provide administrative support to staff and dependants in case of medical evacuations, as well as security evacuations/relocations. Maintain daily tracking record of staff and families to provide accurate information in case of emergency.
- Maintain personnel records in the office, including maintenance of the attendance, overtime and leave records.
- Perform other related duties as required.

Authority

- Initiate calculations for payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.

- Initiate routine correspondence on HR matters for the authorizing officer's approval.

Qualification Required

Education and Skills:

- Education: Completion of secondary education with certificates in secretarial and administrative training.
- Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization.

Experience:

- Minimum 5 years of previous relevant work experience.

Languages:

- Fluency in English and Arabic.

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Working knowledge of other UN language(s).
- Field experience with UNHCR and/or with other humanitarian organizations is an asset.
- High IT affinity and working experience of PeopleSoft/MSRP.

For Syrian or Syrian Palestinian only

Please apply in writing (Personal History Form, CV and application/motivation letter), indicating vacancy announcement number, position title and preferred location to:

Attention Vacancy No: UNHCR/VN/2018/17, Senior Human Resources Assistant, Damascus

Applications: must be submitted by e-mail to the address indicated below:

Human Resources <SYRDAHUMANRES@unhcr.org> No hard copies (paper applications) will be accepted.

Applications must be submitted with reference to the Title, vacancy announcement number and Position number to be mentioned clearly in the subject of application's e-mails.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competition, and will be invited for a written test and an interview.

Personal History Form is attached or can be downloaded from:

http://www.unhcr.org/sy/wp-content/uploads/sites/3/2017/10/UNHCR_Personal_History_Form_October-2017.docm

Personal History Form is mandatory and should be SIGNED by applicant.

Distribution:

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