

Posting Title : HUMAN RESOURCES ASSISTANT,G4  
Job Code Title : HUMAN RESOURCES ASSISTANT  
Department/ Office : IRMCT/REGISTRY/ADMIN/HRS  
Location : THE HAGUE  
Posting Period : 21 January 2025-27 January 2025  
Job Opening number : 25-HRE-IRMCT/REGISTRY/ADMIN/HRS-251595-J-THE  
HAGUE (E)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

This position is located in the Human Resources Section, The Hague, Netherlands, as well as working with colleagues in the Arusha branch. The HR Assistant will work under supervision of the Associate Human Resources Officer (Head of Recruitment) and the Chief, Human Resources Section.

### **Responsibilities**

#### Recruitment and placement

- Assists with the processing of recruitment for international and local positions.
- Assists with the review of applications to ensure that candidates meet eligibility criteria, including requirements stated in the job openings.
- Initiates and follows-up on reference checks, in respect of academic verifications and employment records, ensuring the completion of the pre-recruitment formalities.
- Initiates and prepares offer of appointment, including Statement of Emoluments, for review by the Associate Human Resources Officer
- Advises staff and selected candidates on visa procedures and requirements.
- Assists with inductions and administrative arrangements for newly recruited staff.
- Coordinates the tasks of the IRMCT Internship Office, including recruitment, onboarding and separation procedures;

#### Consultant and Individual Contractor Administration

- Reviews and processes requests for shopping carts.
- Raises Service Entry Sheets

- Assists in the review and processing of fee determination and conditions of service.
- Assists in the recruitment and onboarding tasks for non-staff personnel.

#### Administration of entitlements and benefits

- Maintains and regularly updates official status files for local and international staff.
- Assists with the monitoring and documentation of issues related to conditions of service of staff and advises the supervisor of any developments.
- Prepares and drafts statistical reports for review by the Supervisor.
- Induct new staff and non-staff members, review and verify all documentary proof to establish the contractual status and related entitlements;

#### Others

- Assists with the compilation and preparation of statistical reports on HR related areas.
- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval, a variety of correspondence and other communications; Prepares and drafts written response to queries concerning HR related matters.
- Performs other duties as required.

### **Competencies**

- **Professionalism:** Knowledge of the human resources policies, procedures and practices and ability to apply them in an organizational setting. Uses analytical skills and experience to assist in organizing, managing, and disseminating of information with attention to detail and accuracy. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Planning and 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.
- **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.

**Education**

High school diploma or equivalent is required.

**Job Specific Qualifications**

Certifications related Requisitions and Purchasing are desirable.

**Work Experience**

A minimum of three (3) years of progressively responsible experience in human resources management, administrative services or related areas is required. The minimum year of relevant experience is reduced to one (1) for candidates who possess a first-level university degree or higher

One (1) year of experience in managing non-staff recruitment processes (i.e. Consultant, individual contractor, Internship) is desirable.

Experience in application of UN Staff Rules and Regulations in operational environment is desirable, including administration of a broad range of entitlements and benefits.

Experience in the use of recruitment tools like PeopleSoft such as Inspira or similar is desirable

Experience with Enterprise Resource Planning (ERP) systems such as Umoja or similar is desirable

Experience in raising shopping cart (SC) and service entry sheet (SES) in Umoja is desirable.

Experience working at UN International Criminal Tribunals is desirable.

**Languages**

English and French are the working languages of the Mechanism. For the post advertised,

fluency in English is required.

NOTE: Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

### **Assessment**

Candidates will be assessed by a comparative matrix.

### **Special Notice**

This position is temporarily available until 31 December 2025. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Appointment of the successful candidate on this position will be limited to the initial funding of the post. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.

This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.

Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

The United Nations 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.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.