

Title:	Senior Human Resources Assistant
Domain:	Human Resources - Administration
Post Number:	1CAUIS0584ST
Grade:	G-6
Organizational Unit:	UNESCO Institute to Statistics (UIS/ADM/HR)
Primary Location:	Montreal, Quebec, Canada
Recruitment open to:	Internal and external candidates *In order to be eligible for this contract, applicant must be a Canadian citizen, permanent resident of Canada.
Type of contract:	Fixed Term
Annual salary:	41,012 CAD
Deadline (midnight, Montreal time):	7 October 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of UNESCO Institute for Statistics, overall guidance of the Senior Finance and Administrative Officer, and the direct supervision of the Human Resources Officer, the Senior Human Resources Assistant shall provide administrative, procedural and operational support for the smooth and efficient organization and delivery of HR support activities. Within this context, the incumbent shall provide a full range of office administrative, procedural and operational support, as follows:

- Provides advice, guidance and clearance to sections in the preparation/writing of job descriptions (JDs), terms of reference (TORs) and vacancy notices (VNs) to support the recruitment of all staff and non-staff at the UIS and ensure coherence within the UIS and compliance with the HR rules, policies and provisions.
- Supports recruitment processes for vacant posts or short-term requirements, by preparing vacancy announcements, screening applications, administering written exams, participating in interviews and preparing panel reports.
- Responds to enquiries and provides information and advice to managers and staff on a wide range of administrative HR issues such as conditions of service, administrative procedures, processes and practices, duties and responsibilities, and entitlements.
- Ensures appropriate and timely actions for renewals of contracts, promotions, within-grade increments, and performance evaluations. Develops plans, including timetables, for contract reviews, renewals and terminations; ensures timely notice to staff.
- Monitors and follows up on TULIP (UNESCO's Online Leave Management System) data/records in coordination with staff members, supervisors, Medical Service and HRM to ensure that all TULIP actions are validated in an appropriate manner. Provides guidance to staff and managers to ensure the appropriate utilization of the tool and the leave related entitlements in line with the applicable rules and provisions.
- Handles non-routine and complex cases, undertaking where necessary research and analysis, and drafts associated correspondence for the supervisor's signature.
- Manages the on-boarding and off-boarding process by providing briefing/orientation on personnel procedures and requirements, as well as staff entitlements to facilitate quick settling-in and smooth checkout.
- Collects and analyses background information, data and statistics; compiles and prepares documents/forms/memos, reports and correspondence to support the Institute's HR management, decision taking and processing of HR actions.
- Monitors and verifies post management records; ensures the maintenance of Institute's organizational charts and staffing tables; prepares reports and trends and supports management in HR planning.
- Ensures the maintenance of the Institute's electronic database and hard copy records.

- Participates in HR projects and contributes to HR initiatives.
- Other tasks: Perform any additional activities that may be required in support of the mandate of the UIS and to ensure the success of the work team.

REQUIRED QUALIFICATIONS

EDUCATION

Completed secondary, technical and/or vocational education.

WORK EXPERIENCE

A minimum of 8 years of work experience in the field of human resources, administration or related areas.

SKILLS/COMPETENCIES

- Excellent organisation and time management skills.
- Excellent interpersonal and communication skills (oral and written), including proven ability to draft correspondence in English and/ or French.
- Service-oriented and ability to deal efficiently and tactfully with people of different cultural backgrounds.
- Utmost discretion, integrity, tact and diplomacy.
- Attention to detail and meticulousness.
- Judgment and ability to work autonomously.
- Ability to take initiatives and provide quality and timely support services.
- Ability to adjust work schedules and priorities.
- Good IT skills with proficiency in the use of MS Office.

LANGUAGES

Excellent knowledge of English or French and good knowledge of the other language

DESIRABLE QUALIFICATIONS

EDUCATION

University level courses in human resources and/or business administration is desirable.

WORK EXPERIENCE

Relevant experience in the UN System or other international organizations.

SKILLS/COMPETENCIES

- Good knowledge of HR IT tools such as SAP.
- Good knowledge of UNESCO'S rules, administrative procedures and standard practices.

LANGUAGES

- Good knowledge of another official UNESCO language (Arabic, Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

Benefits include: 30 days annual leave, family allowance, medical insurance and pension plan. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

HOW TO APPLY

Candidates wishing to be considered for this position are invited to e-mail the following to uis.recruitment@unesco.org:

- Completed UNESCO application form (available on the UIS website under '[Employment and Procurement](#)').
- Letter of intent/motivation.
- Contact information (name, title, organization, address, telephone, email) for three (3) reference persons of whom at least one is a current or former supervisor.

Please use as the e-mail header/subject: "FAMILY NAME, Sr HR Asst, ADM" (e.g. SMITH, Sr HR Asst, ADM).