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Human Resources Associate, Dakar

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Company: UNHCR (United Nations High Commissioner for Refugees)

Location: Dakar

Category: other-general

GradeFS5

Staff Member / Affiliate TypeGeneral Service

ReasonTemporary > Temporary Assignment/ Appointment

Hardship LevelA (least hardship)

Family TypeFamily

Residential location (if applicable)

Remote work acceptedNo

Target Start Date-05-15

Target End Date-11-14

Job Posting End DateMay 14,

Standard Job DescriptionHuman Resources Associate Organizational Setting and Work Relationships Human Resources Associate will function under direct supervision of the (Senior) Administrative or Human Resources Officer, and will have a key role predominantly in coaching and developing HR skills of the locally recruited support staff responsible for the personnel administration and other HR related matters. S/he will assist the (Senior) Officer responsible for Administration/ Human Resources in the process of staffing and budget reviews, recruitment and appointment of staff, and in the performance management and staff welfare issues. Incumbent will have close working relationship with the staff-related services in UNHCR, such as the Personnel Administration Section (PAS), Affiliate Partnerships and Recruitment Section (APRS). Assignments Management Section (AMS), Talent Development and Performance Section (TDPS), Staff Health & Wellbeing

Service (SHWS) and Global Learning and Development Centre (GLDC). All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Provide input in the preparation of the annual operations programme review submissions, and in the review of the training needs of the staff, making appropriate proposals to meet identified needs.
- Assist in the establishment of systems and procedures in support of the delegation of human resources functions to the offices in the country (region). Provide support, guidance and training to all staff performing personnel administration and other HR related functions.
- Review and provide guidance on administrative procedures related to the recruitment and reassignment of local personnel, and assignment of international staff. Participate in the pre-screening, selection panels and testing of candidates for support staff positions, and in recommending levels of appointment. Assist in compiling background documents for presentations to the respective assignments committee.
- Set up and conduct regular audit of the personnel records in the office, including individual staff official status files, attendance, overtime and leave records. Enter and update personnel related information in MSRP concerning employment status of local personnel and their applicable allowances and benefits. Check the monthly staff summary to control staff members' eligibility for salary payment. Prepare Payroll clearance and related personnel administration documents for the separation of staff.
- Advise and counsel staff members on their rights, obligations, benefits and entitlements in line with UN/UNHCR staff rules and regulations.
- Brief newly arrived international staff on related administrative formalities, and assist them in the completion and submission to PAPS of documents related to their reassignment as well as to their entitlements to rental subsidy, home leave, education grant etc.
- Set up daily tracking mechanism for accurate information on staff and families in case of emergency. Assist in HR related activities of the security evacuation plan, ensuring relocations/evacuations are managed and administered in line with the provisions of the UN Security Management System Policy.
- Supervise administration of UNHCR medical insurance plan for locally recruited staff. In coordination with Medical Service, assist staff and dependants in case of medical evacuation. Assist staff in the

submission of the compensation claims. - Carry out regular monitoring missions to offices in the area of responsibility to assist on human resources related tasks including coaching and training of local staff. - Maintain liaison with the support sections and divisions at headquarters, specifically with DHRM, on matters related to the recruitment and personnel administration support, medical and other issues of staff welfare and safety. - Enforce compliance with the UN/UNHCR staff rules and regulations, as well as with the performance management system. - Certify contracts and corresponding extensions issued in respect locally recruited staff. - Issue Personnel Action Forms in respect of locally recruited staff in relation to their employment status and applicable allowances and benefits. - Certify payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations. - Perform other related duties as required.

Minimum Qualifications

Education & Professional Work

Experience Years of Experience / Degree Level For FS5 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher Field(s) of Education Not applicable (Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses Business Administration; Office Management; Human Resources Management; or other relevant field. (Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience Essential Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization. Desirable Knowledge of UN/UNHCR field operational realities, especially in hardship duty stations. Field experience with UNHCR and/or with other humanitarian organizations is an asset. High IT affinity and working experience of ERP HR module, as well as with ERP Financials and Focus.

Functional Skills IT-Computer Literacy; PG-Resource Planning; eg. FOCUS, Global Focus Insight; FI-PeopleSoft Financial Management; HR-PeopleSoft Human Capital Management; TR-Training/facilitation; UN-UN/UNHCR Administrative Rules, Regulations and Procedures; EX-Experience in international organization (United Nations or similar); EX-Field experience with UNHCR and/or with other humanitarian organizations; FO-Operational activities in hardship duty stations; UN-Analysis of geo-political realities and their socio-cultural implications; (Functional Skills marked with an asterisk* are essential)

Language

Requirements For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English. For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and

local language. For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English. All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise. This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Desired Candidate Profile L'Associé(e) aux Ressources humaines fournit un soutien et une assistance dans les domaines du soutien opérationnel, de la planification des effectifs, des affectations et de l'acquisition de talents, des changements culturels organisationnels, de la mise en œuvre de la politique des ressources humaines et du devoir de diligence dans le domaine de responsabilité (AOR). Le titulaire maintient la confiance des employés et protège l'organisation et son personnel en préservant la confidentialité des informations relatives aux ressources humaines.

L'Associé(e) aux Ressources humaines est généralement supervisé(e) par l'Administrateur Adjoint aux Ressources Humaines, ou un autre membre du personnel administratif. Ce poste est situé dans une opération nationale, un bureau Multipays, un bureau régional ou au siège. L'Associé aux Ressources humaines peut superviser des Agents des Services Généraux. Le Superviseur fournit régulièrement des conseils au titulaire du poste. Le titulaire travaille de manière assez indépendante sur des missions régulières, sous la supervision de son supérieur, et l'assiste dans l'administration du personnel et d'autres questions liées aux ressources humaines.

À ce titre, le/la candidat(e) souhaité(e) doit être familiarisé(e) avec l'environnement de travail des Nations unies, des ONG ou de toute autre entité qui adhère aux normes de la fonction publique internationale. Il/elle devra faire preuve d'un haut niveau d'engagement,

d'intégrité et de professionnalisme.

Tout candidat à ces fonctions devrait être capable, à priori, de fournir la preuve de sa nationalité ou de sa résidence et permis de travail en République du Sénégal.

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Functional Clearance This position doesn't require a functional clearance

Required languages (expected Overall ability is at least B2 level)

Desired languages

Additional Qualifications

Skills FI-ERP Financial Management (SAP, Oracle, PeopleSoft, Workday and other), FO-Operational activities in hardship duty stations, HR-PeopleSoft Human Capital Management, IT-Computer Literacy, PG-Resource planning, TR-Training - Virtual and face to face, UN-Analysis of geo-political realities and their socio-cultural implications, UN-UN/UNHCR Administrative Rules, Regulations and Procedures

Education

Certifications Business Administration - Other, Human Resources Management - Other, Office Management - Other

Work Experience

UNHCR Salary Calculator

Other information

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