LOCAL RECRUITMENT
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT

HUMAN RESOURCES ASSISTANT (PSA)

Organizational Unit : United Nations University – Centre, Administration/HR

Reference Number : 2016/UNU/HQ/HR/PSA/HRAT/26

Applications to : By Post:
Human Resources Services, United Nations University,
Block C, Level 1, Wisma UN,
Kompleks Pejabat Damansara, Jalan Dungun,
50490 Kuala Lumpur, MALAYSIA.

By E-mail: hrasst@unu.edu

Closing Date : Open until position is filled

United Nations University Objectives:

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. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit http://unu.edu.

Responsibilities:

We are looking for an individual with relevant HR experience to provide support in the management, coordination and execution of HR functions.

Reporting to the Human Resources Associate, the main duties and responsibilities of the Human Resources Assistant shall include the following:

- Providing assistance for a full range of services related to selection and recruitment of UNU staff members, contractors and temporary staff
- Providing guidance on administrative processes and procedures to staff
- Preparing relevant documentations for contractual work, ensuring timely submission of performance evaluation reports and payment to contractors
- Monitoring transactions related to positions, recruitment, benefits and entitlements and separations
- Preparing statistical tables and reports related to HR activities
- Monitoring and updating security database and compliance
- Providing assistance in the research and implementation of HR projects
- Organizing training courses and workshops including logistics and administrative support services
Providing general office support services including scheduling of appointments/meetings, preparation of minutes and reports, filing, and routine correspondences
Performing other duties as may be assigned or required

**Required Qualifications and Experience:**

- Secondary school education certificate. A University Degree in Human Resources or related fields is desirable, but not a requirement.
- At least 5 years of relevant working experience in human resources management.
- Background with an international work experience is desirable.
- Sound knowledge and experience in administration and interpretation of HR policies.
- Experience in compiling and reporting HR related statistics will be advantageous.
- Proficient with MS Office, in particular good Excel spreadsheet skills and experience in handling ERP systems would be advantageous.
- Fluency in both oral and written English is required; knowledge of another UN official language is an asset;
- Ability to establish priorities, multi-task and work within tight timelines;
- Excellent team player with strong interpersonal skills and ability to work independently
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Remuneration:**

Remuneration will commensurate with qualifications, experience and level of responsibilities within the Administration.

**Duration of Contract:**

This is a full time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance, and the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor is he/she a “staff member” as defined in the UN Staff Rules and Regulations.

**Starting Date:**

As soon as possible.

**Application Procedure:**

Interested applicants should submit their applications, preferably by email (to hrasst@unu.edu), 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 (P.11) form downloadable from the UNU website. Please avoid using similar forms provided by other United Nations organizations;
- An indication of the reference number of the vacancy announcement (2017/UNU/HQ/HR/PSA/HRAT/26)

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8).