Job Classification

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Home

Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	GSSC
Category:	GS (General Services)	Country:	Hungary
Reason for Classification:	Establishment of a new post	Duty Station:	Budapest, Hungary
Level:	G-5	Office:	GSSC
Title:	Human Resources Assistant	Section:	HR Adminsitration / RAS
Title Information in Parenthesis:	RAS	Unit:	
CCOG Code:	2106b	Case Number:	
UNICEF Code:	HRE	Post Number:	
Classified by:		Classified Date:	9/25/2023

Organizational Context:	UNICEF's Global Shared Services Centre (GSSC) provides services to UNICEF offices around the world in the areas of Finance, Master Data Management, Human Resources Administration, Payroll, and IT Customer Care. Our mission is to be a Centre of Excellence for the global delivery of efficient services within a culture of customer service, continuous business improvement, knowledge-sharing and innovation to support the effective achievement of UNICEF's program results worldwide. The HR Administration Section delivers high quality, responsive, timely and equitable human resources services for UNICEF offices which include onboarding, staff entitlements, benefits, separation, recruitment and other administration support. The Human Resources Assistant works in the Recruitment Hub at Recruitment Administration Services (RAS). The focus of HR Assistant (RAS) is on the provision of specialized transactional administrative recruitment support in the context of clear guidelines and procedures where the choice of action is limited and where issues requiring clarification and decision are directed to the responsible HR Officer (RAS).
Purpose of the Job:	Under the close supervision and guidance of the HR Officer (RAS), the HR Assistant (RAS) provides administrative, procedural and operational support and assistance to the efficient implementation of recruitment services for all categories of staff in the office, ensuring accurate and timely delivery that is in compliance with UNICEF HR rules and regulations.
Key functions, accountabilities and related duties/tasks:	Support in recruitment Responsible for service delivery to designated client groups within the expected SLAs with accuracy and high-quality standards. Liaises with HR Business Partners and Hiring Managers along the recruitment process including longlisting of candidates, co-ordinating assessments etc. Focal point for candidates in the various stages of the recruitment process. Monitors life-cycle of recruitment process. Arranges and organizes online assessments. Coordinates interview arrangements. Informs unsuccessful candidates by sending timely system notifications. Maintains talent pools. Keeps abreast of recruitment related policies and procedures. Escalates non-compliance to the HR Officer. Liaises with GSSC HR Admin Onboarding as necessary. Specific work conditions: The HR Assistant (RAS) is expected to work shift-based, accommodating the time zone of the respective Region.
Impact of Results:	

	The impact of the work of HR Assistant (RAS) affects the delivery of discrete support services and is closely interrelated with the work of other members of the HR team. The work performed affects not only the timely delivery of recruitment services but also indirectly the delivery of the client offices. They play a key role, as a member of the team, in providing routine and some specialized information both to client's departments and to more senior members of the HR team on HR procedures and the progress of recruitments against standards and deadlines.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability Sustainability Core Competencies: Demonstrates self-awareness and ethical awareness (1) Works collaboratively with others (1) Builds and maintains partnership (1) Innovates and embraces change (1) Thinks and acts strategically (1) Drive to achieve results for impact (1) Manages ambiguity and complexity (1)
Recruitment Qualifications:	Education: Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization. Experience: A minimum of 5 years of progressively responsible HR administration or clerical work experience is required. Advanced computer literacy and the ability to effectively use standard office software tools (MS Office, Enterprise database) and other office technology to create documentation, exchange and archive e-mail, and maintain electronic filing systems. Proficiency in using SAP is desirable. Excellent communication skills, multitasking and result driven as well as ability to manage competing priorities, are required. Language Requirements: Fluency in English is required. Working knowledge of French and/or Spanish is an advantage. Knowledge of another official UN language (Arabic, Chinese or Russian) is an asset.

Attachments:	JD Approval RAS.pdf RAS organigram.pptx

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