



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title: **Human Resources (HR) Associate**
Pre-classified Grade: ICS -6
Supervisor: Operations Manager and direct supervisor.

II. Organizational Context

Under the guidance and supervision of the Operations Manager and direct supervisor, the HR Associate ensures execution of transparent and efficient HR services in CO. The HR Associate promotes a collaborative, client-oriented approach and supports to the maintenance of high staff morale.

The HR Associate can supervise clerical and support staff of the HR Unit. The HR Associate works in close collaboration with the operations, programme and projects' staff in the CO and UNDP HQs staff for resolving complex HR-related issues and information exchange.

III. Functions / Key Results Expected

Summary of Key Functions:

- q Administration and implementation of HR strategies and policies
- q Provision of HR services
- q Staff performance management and career development
- q Conduct of UN-related surveys
- q Facilitation of knowledge building and knowledge sharing

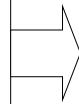
1. Ensures **administration and implementation of HR strategies and policies** focusing on achievement of the following results:

- q Full compliance of records and reports with UN rules, regulations, UNDP policies, procedures and strategies; effective implementation of the internal control framework.
- q CO HR business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in HR management in consultation with the direct supervisor and office management, control of workloads of the supervised staff.
- q Provision of information to the management and staff on strategies, rules and regulations.

2. **Provides HR services** focusing on achievement of the following results:

- q Implementation of recruitment processes including drafting job description, provision of input to job classification process, vacancy announcement, screening of candidates, participation in interview panels.
- q Creation/update of positions in Atlas, association of positions to chart fields (COAs), update of COA information, setting up vendor, performing the functions of Admin.HR, Position Administrator and Absence Processor in Atlas. Preparation of contracts (fixed - term, ALD, SSAs, SCs) and recurring Pos in Atlas. Timely follow up with Finance staff on Global payroll issues.
- q Input and tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivities, recoveries, adjustments and separations through Atlas.
- q Maintenance of the CO staffing table.
- q Preparation of submissions to the Local Appointment and Promotion Board (LAPB).
- q Provision of information on benefits/entitlements to the International Staff and Experts.
- q Maintenance of the rosters including e -rosters.
- q Validation of cost -recovery charges in Atlas for HR services provided by UNDP to other Agencies.

In large offices creation/update of positions, link of positions to COA, update of CO information can be performed by Position Administrator. Identification of job descriptions and classifications, vacancy announcements, participation in interviews, vendor set up can be performed by Admin. HR.



3. Ensures proper **staff performance management and career development** focusing on achievement of the following results:

- q Provision of background information and maintenance of the related data acting as Secretary of CRG.
- q Participation in preparation of Whole Of fice Learning plan and individual learning plans in consultation with the Senior Management, HR Analyst and Learning Manager.

4. Ensures **conduct of UN-related surveys** focusing on achievement of the following results:

- q Collection of information and preparation of reports for comprehensive and interim local salary, hardship and place -to-place surveys. Participation in the work of LSSC.

5. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- q Organization of trainings for the operations/ projects staff on HR issues.
- q Synthesis of lessons learnt and best practices in HR.
- q Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall execution of the CO HR services and success in

implementation of HR strategies and policies. Accurate analysis and presentation of financial information ensures proper HR services in the CO.

V. Competencies and Critical Success Factors

Corporate Competencies :

- q Demonstrates commitment to UNDP's mission, vision and values.
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- q Shares knowledge and experience
- q Encourages office staff to share knowledge and contribute to UNDP practice areas
- q Develops substantive knowledge of one or more Practice Areas
- q Promotes a learning environment in the office
- q Provides helpful feedback and advice to others in the office
- q Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- q Ability to perform a variety of specialized activities related to HR management, including administration of recruitment, contracting and performance evaluation, monitoring of transactions, reporting
- q Strong IT skills
- q Ability to provide input to business processes re-engineering, implementation of new systems

Leadership and Self-Management

- q Focuses on result for the client
- q Consistently approaches work with energy and a positive, constructive attitude
- q Demonstrates strong oral and written communication skills
- q Remains calm, in control and good humored even under pressure
- q Demonstrates openness to change and ability to manage complexities
- q Responds positively to critical feedback and differing points of view
- q Solicits feedback from staff about the impact of his/her own behavior

HR Certification programme

VI. Recruitment Qualifications

Education:	Secondary Education with specialized certification in HR. University Degree in HR, Business or Public Administration would be desirable, but it is not a requirement.
Experience:	5 to 6 years of progressively responsible HR experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based

	management systems.
Language Requirements:	Fluency in the UN and national language of the duty station.

VII. Signatures - Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date