



Human Resource & Administrative Associate

Job Title:	Human Resource & Administrative Associate
Level:	GS-7
Position Number:	4581
Location:	New Delhi, India
Full/Part-time:	Full-time
Fixed Term/Temporary:	Fixed-Term
Rotational/Non-rotational:	Non-rotational
Duration:	One year (renewable)

The Position:

The Human Resource Associate delivers effective human resource advice and services to internal and external clients in compliance with established rules, guidelines, processes and procedures.

You will report to the Operations Manager.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan, focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who uphold the values enshrined in the United Nations Charter, who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

The HR & Administrative Associate will be responsible for:

1. Strategic Planning and Management of Human Resources

- Stay abreast, interpret and guide the Country Office in complying with UN/UNFPA Personnel rules, regulations, policies and procedures, and provide guidance to staff in recruitments and all stages of human resources management.
- Assist all relevant CO and project teams in defining their human resources needs in accordance with the approved Annual Work Plans, brief managers and project personnel on different types

of contracting modalities, HR policies and benefits, and ensure that the staffing requirements are efficiently implemented.

- Assist in the preparation and monitoring of the Country Office staff development and retention plan, Office Learning Plan and other relevant CO instruments.
- Provide guidance to staff and personnel on all aspects of human resources including recruitment, contracting, performance management, employee relations, and HR processes and procedures.
- Support hiring managers and manage the recruitment and selection process.
- Organize on-boarding and induction of new staff.
- Organize learning and briefing sessions for country office staff on different HR policies as relevant.
- Administer international and national staff in a timely manner and accurately.
- Manage the Performance Appraisal and Development cycle (PAD) and ensure that follow up actions are conducted in this regard, including staff learning and development, performance improvement processes, etc.
- Maintain accurate and up to date personnel status files in a confidential and secure manner.
- Follow up with all staff to ensure timely completion and update of mandatory courses / their learning plans and maintain appropriate records of this.
- Perform the role of Leave Monitor in Atlas and fulfil Atlas functions relating to human resources, providing guidance to staff on all aspects of Atlas HR modules.
- Represent UNFPA in One UN Working Group on HR matter.

2. Hiring and Administration of Individual Consultants

- Maintain an updated roster of national consultants in all the mandate areas of UNFPA.
- Review the Terms of Reference submitted to ensure they are complete with essential elements to allow for timely preparation and management of the contract.
- Identify suitable candidates from UNFPA Consultant Rosters (CO and regional offices), UN system and its various networks, or advertise widely.
- Undertake due processes for hiring of consultants in accordance with prescribed UNFPA guidelines.
- Prepare Individual Contract for each consultant, ensuring minimization of UNFPA's liability exposure.
- Where travel is involved, ensure visa and security clearance are issued before any travel takes place, ensuring that the mandatory courses are completed before travel, including field security course, etc.
- Closely monitor the consultant's contract, alerting the concerned hiring unit of the contract expiration date for any follow-up action needed in good timing.
- Ensure receipt of necessary approval(s) and completeness of supporting documents received before effecting any payment to Consultant, including evaluation of consultant before making final payment.

3. Support to Staff and Personnel Security Management

- As the Security Focal Point, support the Operations Manager in ensuring MOSS and RSM compliance by all CO staff and personnel in India in a timely and accurate manner, e.g. visitors on official mission to India.
- Maintain staff lists and ensure that these are kept up to date and sent to UNDSS.
- Maintain and regularly update the UNFPA communication tree for all UNFPA India Personnel.

- Support the Operations Manager to ensure that relevant communication equipment is available to essential staff and in working condition for use as and when necessary.
- Follow up when staff do not respond to call signs.
- Liaise with UNDSS on all relevant security matters.

4. Assets Management

- Perform the role of Assets Focal Point, organize periodic physical inventory inspections and prepare updated inventory reports.
- Review and update the inventory report before submitting the annual assets report of the Assets Manager for certification.
- Coordinate with project teams to ensure project assets are appropriately recorded and maintained.

Other:

- Perform any other duties as may be assigned by the Supervisor and senior management of the Country Office.

Qualification and Experience

Education:

- Completed Secondary Level Education required.
- First level university degree in Human Resources Management, Business or Public Administration, Psychology, Labor Law, international development studies, or similar discipline highly desirable.

Knowledge and Experience:

- Minimum 7 years' related work experience.
- Familiarity with UN Personnel and administrative procedures and the ability to interpret administrative and personnel rules, regulations and procedures and explain them clearly and concisely.
- Proven experience and track record in successfully managing and implementing HR policies, processes and systems in development organizations.
- Experience in working in team and leading people is highly desirable.
- Excellent working knowledge of MS Office, ERP (e.g. PeopleSoft, Oracle, SAP and other ERP systems), E-filing system and other software applications is required.

Languages:

- Full proficiency in English (including good writing skills) required. Knowledge of one or more official Indian languages desirable. Other UN Languages an asset.

Required Competencies:

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

Core Competencies:

- Achieving results.
- Being accountable.
- Developing and applying professional expertise/ business acumen.
- Thinking analytically and strategically.
- Working in teams, Emotional Intelligence, managing ourselves and our relationships.
- Communicating for impact.

Functional Competencies:

- Implementing management systems.
- Business acumen and ability to multi-task and balance competing priorities.
- Innovation and marketing of new approaches.
- Pro-activeness and client orientation.
- Organizational awareness.
- Job knowledge/technical expertise.

Managerial Competencies:

- Providing strategic focus.
- Engaging in internal/external partners and stakeholders.
- Leading, developing and empowering people, creating a culture of performance.
- Making decisions and exercising judgment.

Other Desirable Skills:

- Developing people/fostering innovation and empowerment.
- Analytical and strategic thinking.
- Communication, information and ideas/knowledge sharing.
- Appropriate and transparent decision making.
- Supervisory skills.
- Commitment to excellence.

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus annual leave, health insurance and other benefits as applicable.

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>.

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

