



## UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

### I. Post Information

Post Title: **Human Resources Associate**  
Pre-classified Grade: ICS-7  
Supervisor: Human Resources Analyst

### II. Organizational Context

Under the guidance and direct supervision of HR Analyst, the HR Associate provides leadership in execution of the full range of CO HR services ensuring their transparency and integrity. The HR Associate promotes a collaborative, client-oriented approach and promotes the maintenance of high staff morale.

The HR Associate participates as one of the support staff of the HR Unit. The HR Associate works in close collaboration with the operations, programme and project teams in the CO and UNDP HQs staff for resolving complex HR-related issues and information delivery.

### III. Functions / Key Results Expected

1. Ensures **administration and implementation of HR strategies and policies, adapts processes and procedures** focusing on achievement of the following results:
  - ❑ Full compliance of HR recording and reporting systems with UNDP rules and regulations, strategies and policies; implementation of the effective internal control, proper functioning of the HR management system.
  - ❑ Provision of advice and information on corporate strategies, changes in rules and regulations, implementation of personnel rules, strategic use of contractual modalities, application of entitlements, change management processes.
  - ❑ CO HR business processes mapping and elaboration of the content of internal Standard Operating Procedures in HR management.
  
2. Ensures **effective administration of human resources** focusing on achievement of the following results:
  - ❑ Organization of recruitment processes and job classification process, Provision of advice on recruitment in UNDP projects.
  - ❑ Update of positions data in Atlas, link of positions to COA, setting up vendor, performing the functions of Admin. HR and Position Administrator in Atlas. Preparation of contracts fixed-term Appointment for local staff working in the CO and International staff in the project. Timely follow up with Finance staff on Global payroll issues.
  - ❑ Monitoring and tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivities, recoveries, adjustments and separations through

<p>Atlas.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance of the CO staffing table for International staff.</li> <li><input type="checkbox"/> Assist the HR Analyst to prepare of submissions to the CRB for International staff in the CO and Project Personnel.</li>   <li><input type="checkbox"/> Administration of International staff and Experts' entitlements delegated to COs.</li> <li><input type="checkbox"/> Organize Orientation Programme for Local staff.</li> <li><input type="checkbox"/> Maintain file for International project personal.</li> </ul>
<p>3. Ensures proper <b>staff performance management and career development</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Facilitation of the performance appraisal process and acting as Alternate secretary of CRG.</li> <li><input type="checkbox"/> Participation in preparation of the Whole Office Learning plan and individual learning plans in consultation with the Senior Management, HR Analyst and Learning Manager.</li> </ul>
<p>4. Ensures <b>facilitation of knowledge building and knowledge sharing</b> in the CO focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>• Organization of trainings for the operations/ projects staff on HR issues.</li> <li>• Synthesis of lessons learnt and best practices in HR.</li> <li>• Sound contributions to knowledge networks and communities of practice.</li> </ul>

<p><b>IV. Impact of Results</b></p>
<p>The key results have an impact on the overall efficient execution of CO HR services and consequently, result in the success of the Operations Unit. Accurate analysis and presentation of financial information enhances UNDP credibility in HR management. The information provided facilitates decision making of the management.</p>

## V. Competencies and Critical Success Factors

### Corporate Competencies:

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

### Functional Competencies:

#### Corporate Responsibility & teamwork:

- Serves and promotes the vision, mission, values, and strategic goals of UNDP
- Plans, prioritizes, and delivers tasks on time
- Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others
- Responds flexibly & positively to change through active involvement

#### People Skills:

- Recognizes and responds appropriately to the ideas, interests, and concerns of others
- Sets clear performance goals and standards; executes responsibilities accordingly

#### Partnering & Networking:

- Seeks and applies knowledge, information, and best practices from within and outside UNDP

#### Results-Oriented:

- Plans and produces quality results to meet established goals

#### Innovation & Judgment

- Contributes creative, practical ideas and approaches to deal with challenging situations
- Pursues own personal and professional development
- Strives for quality client-centered services (internal/external)

#### Communication:

- Demonstrates effective written and oral communication skills

#### Job Knowledge & Expertise

- Executes day-to-day tasks systematically & efficiently
- Uses Information Technology effectively as a tool and resource
- Is motivated & demonstrates a capacity to pursue personal development & learn

## 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 7 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.

