



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Post Information

Post Title: **Human Resources Associate**
Pre-classified Grade: ICS-6
Supervisor: Human Resources Analyst

II. Organizational Context

Under the guidance and direct supervision of the Human Resources Analyst/Unit manager, the HR Associate ensures execution of transparent and efficient HR services in the Lao CO. The HR Associate promotes a collaborative, client-oriented approach and supports to the maintenance of high staff morale. Within the unit, the supervisor may delegate specific tasks and HR related issues within the scope of HRM.

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 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:

- Administration and implementation of HR strategies and policies
- Provision of HR services
- Staff performance management and career development
- Facilitation of knowledge building and knowledge sharing

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

- Full compliance of records and reports with UN rules, regulations, UNDP policies, procedures and strategies; effective implementation of the internal control framework.
- 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. Provides **HR services focusing on achievement** of the following results:

- Implementation of recruitment processes, provision of input to job classification process, vacancy announcement. Provision of advice on recruitment for UN Agencies administered by UNDP.
- Create and update of COA information, setting up vendor, performing the functions of GP

Administrator and Absence Processor in Atlas. Preparation of contracts (Fixed-term Appointment for local staff working in the UN Agencies and International staff in the CO, Service Contracts for CO and UN Agencies) and recurring Pos in Atlas. Timely follow up with Finance staff on Global payroll issues.

- Input and tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivities, recoveries, adjustments and separations through Atlas.
- Maintenance of the CO staffing table for local staff members.
- Maintenance of the rosters including e-rosters.
- Validation of cost-recovery charges in Atlas for HR services provided by UNDP to other Agencies.

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

- Facilitation of the performance appraisal process and acting as Alternate secretary of CRG.
- Participation in preparation of Whole Office Learning plan and individual learning plans in consultation with the Senior Management, HR Analyst and Learning Manager.

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

- Organization of trainings for the operations/ projects staff on HR issues.
- Synthesis of lessons learnt and best practices in HR.
- 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:

- 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-Orientation:

- 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 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.

