

Vacancy Announcement

I. Position Information

Job code title:	Administrative and HR Associate
Agency	UNOCHA
Pre-classified Grade:	G6
Supervisor:	Administrative Officer
Duty Station	Iraq – Erbil
Type of Contract	Fixed Term
Duration:	1 year with possibility of extension
No of Positions:	One
Deadline of Application:	29 September 2021
Date of Entry:	As soon as possible.

II. Organizational Context

Under the guidance and supervision of the Administrative and Finance Officer, the Administrative and HR Associate provides HR and administrative services ensuring high quality, accuracy and consistency of work. The Administrative and HR Associate promotes a client-oriented approach consistent with OCHA rules and regulations.

The Administrative and HR Associate works in close collaboration with the operations, programme and projects' staff in the Country Office (CO) and with OCHA HQs staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

1- Recruitment and Staff Personnel Management

- Identify staff vacancies and carry out the recruitment processes for all vacancies including drafting terms of reference, advertising vacancies, receiving applications, shortlisting of candidates, minutes, participating in CRBs, ...etc.
- Process and review employment and entitlement applications to evaluate their qualifications or eligibility.
- Explain organization's personnel policies, benefits, and procedures to employees or job applicants.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Maintain human resources filing system and ensure that files are kept confidential.
- Prepare agendas and make arrangements for committee, board, Operations Team meetings.
- Perform any other duties assigned by the Representative or the immediate supervisor.

2- Manage Time and Travel administration for staff:

- Raise Travel Requests in Umoja for on behalf of staff.
- Following up the entitlements in UMOJA for the staff with TSA and HR in Geneva.
- Submitting AL, RR and other requests in time management on behalf of staff.

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

- Conduct trainings and orientation for the operations/programme staff on HR and Administration.
- Contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the execution of the CO HR services management in terms of quality and accuracy of work. Accurate data entry and presentation of HR information and a client-oriented approach enhances UNOCHA's capability to effectively and efficiently manage HR resources.

V. Competencies and Critical Success Factors

Functional Competencies:

Building Partnerships

- ☐ Strong knowledge of HR administration, processes and policies.
- ☐ Ability to administer and execute administrative processes and transactions.
- ☐ Ability to handle information of a confidential nature.
- ☐ Ability to provide inputs to business processes re-engineering, implementation of new systems.
- ☐ Good quantitative skills: ability to produce reports.
- ☐ Strong IT skills.
- ☐ Identifies and communicates opportunities to promote learning and knowledge sharing

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- ☐ Understands the main processes and methods of work regarding to the position (HR resources management)
- ☐ Possesses basic knowledge of organizational policies and procedures related to the HR resources management and applies them consistently in work tasks
- ☐ Strives to keep job knowledge up to date through self-directed study and other means of learning

- ☐ Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change

- ☐ Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems

- ☐ Uses information/databases/other management systems
- ☐ Makes recommendations related to work procedures and implementation of management systems

Client Orientation

Level 1.1: Maintains effective client relationships

- ☐ Reports to internal and external clients in a timely and appropriate fashion
- ☐ Organizes and prioritizes work schedule to meet client needs and deadlines
- ☐ Responds to client needs promptly

Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information

- ☐ Maintains databases
- ☐ Prepares timely inputs to report

Core Competencies:

Teamwork: Works collaboratively with colleagues to achieve organizational goals.

Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

Places team agenda before personal agenda.

Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.

Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Communication**

-Ability to listen, adapt, persuade and transform

- **Conflict Management**

- Surfaces conflicts and addresses them proactively acknowledging feelings and views of all sides and redirecting energy towards a mutually acceptable solution

-Creates a climate of enthusiasm and flexibility where people feel encouraged to be innovative and give their best

- **Job Knowledge/Technical Expertise**

- Understands the main processes and methods of work regarding to the position

- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up to date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

VII. Recruitment Qualifications	
Education:	High School Education. University Degree in HR, Business or Public Administration would be desirable, but it is not a requirement.
Experience:	Minimum of 6 years of work experience for high school graduates and 3 years of work experience for bachelor's degree holders. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages. Experience with ERP HR, desirable. Knowledge of IPSAS and/or IFRS or UMOJA is desirable. Experience in HR recruitment and selection processes is desirable. Experience in UN System or NGOs is a strong asset.
Language Requirements:	Fluency in English, Kurdish and Arabic

How to Apply:
Interested Applicants should complete the Personal History (P.11) form, (only P11 Form will be considered) which can be downloaded from the website <u>UNDP - United Nations Development Programme</u> Please forward your completed P11 and latest education certificate to the email address ochairaq.vacancies@un.org indicating the Post Title in the e-mail's subject, before the deadline of 29 September 2021