



Human Resources Associate

Job Title:	Human Resource Associate
Level:	G-7
Position Number:	208850
Location:	Lilongwe, Malawi
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, and takes a client-oriented and result-focused approach when providing human resource management related guidance to both Country Office (CO) and UNFPA supported projects. The Human Resource Associate reports directly to the Operations Analyst under the guidance of the International Operations Manager and collaborates closely with the Operations and programme staff in the Country Office.

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 new strategic plan (2022-2025), 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 are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

The HR Associate would be responsible for:

Strategic Management of Human Resources:

- Ensure proper utilization of internal and external resources and assist all relevant CO staff and project teams in defining their human resources needs in accordance with the approved Annual Work Plans on a yearly basis.
- Manage and safeguard the integrity of the UNFPA HR policies, procedures and practices.
- Oversee the staffing requirements of the CO and conduct personnel administration for international and national staff timeously and correctly (e.g. renewal of UNLPs, visas, extension of contracts, administration of national benefits and allowances, administration of home leave entitlements, etc.).

***Subject to availability of funds and satisfactory performance.**

- Manage the recruitment and selection process applying best practice HR tools and mechanisms, advise and brief managers and project personnel on different types of contracting modalities, HR policies and benefits.
- Brief newly recruited personnel on personnel matters and their entitlements.
- Assist in the preparation and monitoring of the Office Management Plan (OMP), Office Learning Plan and other relevant CO instruments and respond to audit findings and recommendations relating to HR.
- 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.
- Liaise with the Programme/Technical Team on HR administration and staffing related matters.
- Provide advice to staff on all aspects of Atlas HR modules, UN/UNFPA personnel and administrative rules and regulations.
- Develop appropriate tools and mechanisms for effective and efficient monitoring of personnel activities in support of the CO operations
- Interpret UN/UNFPA Personnel rules and regulations and provide guidance to the CO. Identify ways in which the administrative needs can be met within existing policies and implement these.
- Maintain accurate and up to date personnel status files in a confidential and secure manner, update personnel status files, update records and files on various subjects according to the accepted UNFPA filing system. Maintain an inventory on all project personnel and their respective status (leave, etc.) in accordance with accepted policies and procedures
- In collaboration with other units in the CO assume overall responsibility for attendance and leave management; record management (filing and archiving system).
- Prepare personnel related reports and analyses; research and draft responses to enquiries for clearance by the IOM/Operations Analyst.
- Build capacity by advising programme staff and external parties on all aspects of HR management implementation and organization.
- Representing UNFPA in One UN Working Group on HR.

Hiring and Management of Individual Consultants:

- Review the Terms of Reference submitted to ensure they are implementable and 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 and fully comply with 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.
- Closely monitor the consultant's contract, alerting the concerned hiring unit of the contract expiration date for any follow-up action needed.
- 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.

Security Management:

- As the focal point for staff in terms of security measures, support the IOM in ensuring MOSS and RSM compliance with regards to UNFPA CO staff and project personnel in Malawi.
- Ensure the fulfilment of all reporting requirements pertaining to MOSS (e.g. visitors on official mission to Malawi) in a timely and accurate manner.
- Support IOM 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.
- Maintain staff lists and ensure that these are kept up to date and sent to UNDSS.
- Ensure that staff are assigned ID cards after contract renewal.
- Liaise with UNDSS on all relevant security matters.

Administrative Support:

- Ensure the timely completion of all human resources administrative requirements.
- Follow up with all staff to ensure timely completion and update of mandatory courses / their learning plans and maintain appropriate records of this.
- Fulfil Atlas functions relating to human resources.

People Management & Leadership:

- Organize proper on-boarding and induction of new staff.
- Provide information, technical advice and guidance on all aspects of human resources including recruitment and contracting, performance management, learning and development, employee relations, HR processes and procedures in relation to UNFPA business practices; liaising and advising on best practices as necessary in-house as well as with external stakeholders.
- Keep Country Office personnel abreast of latest developments in policies and procedures and all HR activity as this relates to the Country Office including regular reporting of HR activities.
- Promote local capacity building in human resources. Design and develop curricula and materials for HR trainings and conduct the latter.

Other:

- When appropriate, undertake other related duties assigned by the supervisor and/or Representative.
- Establish solid network with HR colleagues within the UN system in Malawi, the UNFPA regional offices and other country offices.
- Establish and maintain professional contact with DHR staff at every level to advise and coordinate the HR needs of CO and projects.
- Develop efficient working relationship with internal partners and external stakeholders, including technical experts, UN agencies, NGOs and Governments.

Qualification and Experience**Education:**

Completed Secondary Level Education required. First level university degree or higher in Human Resources Management, Business or Public Administration, 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:

- Fluency in English is required.

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/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, 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.