



Human Resources Assistant

Job title:	HR Assistant
Level:	SB3
Position Number:	106138
Location:	Kathmandu, Nepal
Full/Part time:	Full-Time
Fixed term/Temporary:	Service Contract
Rotational/Non Rotational:	Non-Rotational
Duration:	One year

How you can make a difference:

UNFPA is the United Nations sexual and reproductive health agency, working to 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 against women and girls.

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 and the Universal Declaration of Human Rights, who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The Human Resources Assistant supports the effective functioning of human resources operations and systems in support of the programme and office management. The HR Assistant works closely with operations, programme, and project staff providing timely delivery of HR services, and advising managers in this regard.

You would be responsible for:

A. Support HR policies and processes

- Ensure full compliance of records and reports with UN rules, regulations, UNFPA policies, procedures and strategies; effective implementation of the internal control framework.
- Support the implementation of CO Human Resources business processes and elaborate on the content of internal Standard Operating Procedures (SOPs) in Human Resources management in consultation with the direct supervisor and office management.



- Support to supervisor in providing information to the management and staff on strategies, rules and regulations.

B. Provide HR services

- Support in implementing recruitment processes including drafting job descriptions, providing input into job classification process, vacancy announcement, screening of candidates, participation in interview panels, preparing interview reports.
- Assist in hiring consultants including clearing of TORs, communicating with potential candidates, collecting documents.
- Update positions in Atlas/Quantum and update personnel information as and when required.
- Input and track all transactions related to positions, recruitment, benefits, recoveries, adjustments and separations.
- Maintain the staffing table, rosters, and internal personnel database.
- Monitor and maintain staff leave and leave records both in Atlas/Quantum and out of Atlas/Quantum.
- Ensure proper filing and recording keeping of HR records and documents.
- Assist in the administration of HR processes in the CO (e.g. training, PADs, etc.)

C. Knowledge management

- Assist in organizing and facilitating training for personnel as per office learning plan.
- Support the synthesis of lessons learnt and best practices in Human Resources.
- Contribute to knowledge networks and communities of practice.
- Familiarity with child safeguarding principles including PSEA, and incorporating safeguarding consideration into the programming cycle/operation process, etc.
- Carry out any other duties as may be required by the supervisor and/or UNFPA leadership.

Qualifications and Experience

Education:

A certificate degree or undergraduate degree in human resources, organizational psychology, business administration, or other related field.

Knowledge and Experience:

- At least 3 years progressively responsible experience in human resources preferably in international development organizations.
- Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures related to HR within a multicultural environment.
- Proficiency in current office software applications and IT systems.
- Previous experience in the UN is an asset.
- Good knowledge of ATLAS, PeopleSoft or other ERP system is an asset.

Languages:

Proficiency in English and Nepali is required. Working knowledge of another UN language is an asset.



Required Competencies

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• 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.• Organisational awareness.• Job knowledge/technical expertise.
Core Competencies: <ul style="list-style-type: none">• 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	

Compensation and Benefits

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

**No expectancy of renewal in accordance with UN Staff Regulations 4.5*

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.

UNFPA is committed to achieving workforce diversity in terms of gender, nationality and culture amongst others. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. All applications will be treated with the strictest confidence.

Requesting Unit:	Signature:
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Isha Dhaubhadel	Date:
Approved by: Won Young Hong, UNFPA Representative	Signature: Date: