



## Human Resource Associate

<b>Job title:</b>	<b>Human Resource Associate</b>
<b>Level:</b>	<b>GS-6</b>
<b>Position Number:</b>	-
<b>Location:</b>	<b>Ulaanbaatar, Mongolia</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term Appointment</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

The Human Resources Assistant delivers quality services in HR to internal and external clients. The Human Resource Associate takes a client-oriented, results-focused approach to interpret the rules, procedures and guidelines and provides support and guidance to the Country office in areas of HR.

You will report to the Operations Analyst.

### 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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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.

### Job Purpose:

You will demonstrate a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines in relation to HR, IC and administration while providing support and guidance to the Country Office (CO) and UNFPA-supported projects.

Under the overall guidance of the Head of Office and with direct supervision of the Operations Analyst, in close collaboration with the Operations and programmes teams, and with guidance from the Headquarter and the Asia-Pacific Regional Office, you will manage and provide guidance and oversight for overall human resource process.



**You would be responsible for:**

**Summary of Key Functions:**

- Administration and implementation of Human Resources strategies and policies;
- Provision of Human Resources services;
- Support of knowledge building and knowledge sharing

**Ensures administration and implementation of Human Resources strategies and policies focusing on achievement of the following results:**

- Preparing the human resource plan and budget for projects and for monitoring their implementation in accordance with full compliance with UNFPA rules, regulations, policies and strategies, implementation of the effective internal controls.
- CO Human Resources business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in Human Resources management in consultation with the direct supervisor and office management.
- Provision of information to the management and personnel on strategies, rules and regulations.
- Representation of UNFPA on related networks and committees.

**Provides Human Resources services for the office focusing on achievement of the following results:**

- Managing the recruitment and selection process, applying best practice HR approaches; advising managers and project personnel on contracting options; coordinating the performance appraisal process and advising on performance issues, including drafting job description, provision of input to job classification process, vacancy announcement, screening of candidates, participation in interview panels;
- Update of positions in Atlas, association of positions to chart fields (COAs), update of COA information, timely follow up with Finance staff on contracted personnel payroll issues;
- Input and tracking of all transactions related to positions, recruitment, benefits, recoveries, adjustments and separations;
- Maintenance of the staffing table; Provision of information on benefits/entitlements to the Staff of Special Service Agreements and Service Contract holders.
- Maintenance or submitting of the consultant rosters or/ and consultant monitoring tool (CMT);
- Validation of cost-recovery charges for Human Resources services provided by UNDP to UNFPA
- Maintenance of internal personnel database
- Monitoring and maintenance of staff leave and leave records both in Atlas and out of Atlas
- Ensure proper filling and recording keeping of HR records and documents.

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

- Implementing corporate systems and applications in support of human resource management and advising and training project staff.
- Organization and facilitation of trainings for personnel as per office learning plan;
- Synthesis of lessons learnt and best practices in Human Resources;
- Sound contributions to knowledge networks and communities of practice.
- Any other duties assigned by UNFPA Mongolia CO.



## Qualifications and Experience:

### Education:

- Completed secondary level education is required; specialised training in Human Resources are preferable.
- University degree in business management or any other relevant field is required.

### Knowledge and Experience:

- At least 6 years of progressively responsible Human Resources and knowledge of PeopleSoft highly desirable;
- Excellent computer literacy and knowledge of modern business applications;
- Knowledge and understanding of clerical and administrative best practices and procedures and main office software applications ;  
Experience working for UN and knowledge of UN procurement rules and regulations is an advantage.

### Languages:

Fluency in English and Mongolian is required.

### Required Competencies:

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Providing procurement services</li><li>• Managing documents, correspondence and reports</li><li>• Managing information and work flow</li><li>• Planning, organising and multitasking</li><li>• Supporting financial and data analysis</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

### Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, 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.