

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT Vacancy Notice No. VA/BGDCO/FTA/2022/019

Title of Post	Human Resource Associate	Category/grade	General Service, G6
Post Number	10038861	Type of contract	Fixed-term Appointment
Location	Cox's Bazar, Bangladesh	Date of Issue	04 September 2022
The Effective Date of Assignment	01 October 2022	Closing Date	17 September 2022

Operational Context:

The Human Resources Associate supports the UNHCR's People Strategy and contributes to the implementation of the 2018 independent Human Resources review, which resulted in the establishment of HR strategic priorities and the reconfiguration and transformation of the Division of Human Resources (DHR) from a largely transactional model into a strategic business partner for field operations and senior management. Having the right people in the right place at the right time is at the core of enabling UNHCR to protect and respond to persons of concern. By attracting, retaining and developing a talented, diverse and agile workforce while nurturing a culture of excellence, respect and wellbeing for all, UNHCR's Human Resources acts as a strategic partner to the organization, enabling a people-centric culture.

The Human Resources Associate provides support and assistance in the areas of operational support, workforce planning, assignments and talent acquisition, organizational cultural changes, HR policy implementation and duty of care in the area of responsibility (AOR). The incumbent maintains employee confidence and protects the organization and its workforce by keeping human resources information confidential.

The Human Resources Associate is usually supervised by the Associate HR Officer, HR Officer or another HR or admin staff. This position can be located in a Country Operation, Multi-Country Office, Regional Bureau or Headquarters. The Human Resources Associate may supervise General Service staff. The supervisor provides the incumbent with regular guidance. The incumbent works quite independently on regular assignments with an oversight from the supervisor, assisting him/her in personnel administration and other HR related matters.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

Human Resources Operational Support:

- Implement HR operational activities to ensure timely provision of HR solutions, prioritizing according to the needs and risks. This may include.
- Administration of recruitment, assignment and separation of local staff in the AOR, in accordance with UN/UNHCR rules and procedures.
- Update of personnel records in the Office, including MSRP entries into HR module where required.
- Assisting with recruitment and other procedures related to affiliate workforce, including MSRP entries into where required.

- Contribution to workforce planning activities.
- Provision of a HR customer service-oriented culture that values proactivity, continuous improvement, innovation and high performance.
- Enforce compliance with UNHCR's Human Resources policies and procedures and the UN staff rules, regulations and UNHCR administrative instructions.

Assignments and Talent Acquisition:

- Participate in the recruitment of local staff including the issuance of vacancy notices and arranging for required tests and interviews, and preparation of submissions for the review by the Assignments Committee (AC).
- Assist in organizing outreach campaigns to attract diverse applicants.
- Track and report on recruitment and assignments activities.

Advice to staff and contribution to an inclusive work environment.

- Build dialog and outreach with the workforce; answer questions, and provide information to staff as to where to go for help or ask questions.
- Advise staff members and affiliate workforce on their rights, obligations, benefits and entitlements.
- Be proactive in identifying issues, themes and patterns affecting the workforce's health and welfare, including sexual harassment and abuse of authority.
- Assist in the provision of on-boarding, induction, re-integration into the workplace and off-boarding to colleagues.
- Assist in implementation of HR initiatives that support organizational culture change such as good people management practices, and promoting gender, inclusion and diversity.

Duty of Care:

- Assist in the security and medical evacuations of UNHCR personnel. Maintain daily tracking record of staff and families to provide accurate information in case of emergency.
- Administer UNHCR medical insurance plan for locally recruited staff.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- **Years of Experience / Degree Level:** For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher.
- **Essential:** Experience working in Human Resources. Knowledge of general HR policies, processes and systems.
- **Certificates and/or Licenses:** Business Administration; Office Management; Human Resources Management; or related field.
- Knowledge of English and UN working language of the duty station if not English and local language

Desirable Qualifications & Competencies:

- Experience in HR information technology systems and tools. Experience working with the United Nations. Experience working in a multi-cultural setting.

Functional Skills:

- UN-UN/UNHCR Administrative Rules, Regulations and Procedures.
*IT-Computer Literacy.
- HR-Administer/manage a large number of staff, preferably within the UN;
- HR-Talent development.
- HR-Provision of technical HR advice.
- HR-Relationship Management.
- SO-Learning Agility;

Competency requirements:

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Managerial Competencies:

- Managing Resources

Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing
- Change Capability and Adaptability

Eligibility:

Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS, UNHCR/AI/2020/1/Rev.2). If you have questions regarding your eligibility, you may also contact the HR Unit.

In line with the RALS, the below categories of candidates are eligible to apply for internally advertised vacancies.

Group 1 candidates: Group 1 comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group 2 candidates: Group 2 comprises candidates from the below categories **after completion of one cumulative or continuous year of service** in the country of the vacancy. They must also meet the essential minimum requirements of the position.

- I. Currently employed locally recruited UNHCR staff members holding a Temporary Appointment;
- II. Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females);
- III. National United Nations Volunteers currently working for UNHCR;
- IV. National UNOPS and individual contractors currently working for UNHCR;
- V. Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade;
- VI. Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment applying to a GS post;
- VII. Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment applying to a GS post;
- VIII. Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

External candidates: External candidates are candidates who are not in Group 1 or Group 2. They must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

Interested candidates meeting the above requirements are requested to submit their applications online via UNHCR Bangladesh Job Portal <https://bgdco.unhcr.org/Apps/jobportal/jobs>. Candidates must comply with the below mandatory requirements. Non-compliance with any of the below points will immediately disqualify the candidacy of the applicant:

- Submit **fully updated, completed, and signed** Personal History Form (PHF/P11) and Supplementary forms in **PDF format**. P11 (PHF) should always be in **PDF format, and in UNHCR template**. Any other formats will not be accepted
- Submit your updated Fact Sheet with P-11 (applicable for internal applicants)
- When applying, interested candidates must clearly indicate the **Position Title, Position Number and Vacancy Notice number** in their application.

Only Shortlisted candidates will be contacted for the Assessment Exercises for the recruitment of the position, which may include Written/Technical tests and/or Interviews, as applicable for the recruitment of the position.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of full vaccination, independently of contract type and duration, unless the candidate is based in a location with documented lack of access to COVID-19 vaccines or as applicable.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality, and culture. All applications will be treated with the strictest confidentiality.

UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behaviour and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at inspector@unhcr.org or through the online complain form at <https://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.