



**United Nation Development Programme**

**Terms of reference**

**Position title:** Human Resource Associate  
**Location:** Maputo - Mozambique  
**Level:** G 7  
**Duration:** 1 years (with possible extension)

The Human Resources Associate is responsible for implementing all of the recruitment and human resources management related functions of project personnel and individual consultants required to support programmes taken on by UNDP

Under the guidance and supervision of Service Center Manager, the HR Associate ensures execution of transparent and efficient HR services in the Service Center (SC). The HR Associate promotes a collaborative, client-focused, quality and results-oriented approach in the Unit.

The HR Associate works in close cooperation and supports the Administrative Assistant of the SC for all travel and logistical support required. The HR Associate also works in close collaboration with the operations, programme and projects teams in the CO, UNDP HQs staff and Government officials to successfully deliver human resource services and information exchange.

**Specific responsibilities include:**

1. Implementation of recruitment processes including drafting job description, provision of input to job classification process, vacancy announcement, screening of candidates, participation in interview panels.
2. Creation/update of positions in Atlas, association of positions to chart fields (COAs), update of COA information, setting up vendor. Preparation of contracts (ALD, SSAs, SCs) and recurring POs in Atlas. Timely follow up with Finance staff on Global payroll issues.
3. Maintenance of the projects staffing table and files.
4. Preparation of submissions to the Local Contracts, Asset and Procurement Committee (CAP).
5. Provision of information on benefits/entitlements to the project staff and international experts.
6. Maintenance of rosters including rosters of professional staff and experts available to support the implementation of projects.
7. Validation of cost-recovery charges in Atlas for HR services provided by UNDP to other Agencies.
8. Implementation of recruitment processes including drafting job description, provision of input to job classification process, vacancy announcement, screening of candidates, participation in interview panels.
9. Creation/update of positions in Atlas, association of positions to chart fields (COAs), update of COA information, setting up vendor. Preparation of contracts (ALD, SSAs, SCs) and recurring POs in Atlas. Timely follow up with Finance staff on Global payroll issues.
10. Maintenance of the projects staffing table and files.
11. Preparation of submissions to the Local Contracts, Asset and Procurement Committee (CAP).
12. Provision of information on benefits/entitlements to the project staff and international experts.
13. Maintenance of rosters including rosters of professional staff and experts available to support the implementation of projects.
14. Validation of cost-recovery charges in Atlas for HR services provided by UNDP to other Agencies.
15. Development of travel and logistics support plans, deployment schedules and budget requirements related to projects.
16. Setting up proper travel and logistics systems appropriate to managing, coordinating and communicating all related information.
17. Ensuring that all necessary approvals are obtained in writing prior to any arrangements being made, and that all travel and logistics processes are thoroughly transparent and well documented.
18. Coordination of reservation and purchase of airline tickets and PO preparation.
19. Ensuring timely issuance of entry visas, mission orders, DSA.
20. Conference facilities arrangements.
21. Timely conducted DSA, travel agencies, hotel and conference facilities surveys.

**Qualifications:**

- Extensive experience within the human resources department of an international institution or substantive company where they were able to demonstrate their knowledge and experience in the following areas:
  - Recruitment
  - Development and enforcement of HR policies and procedures
  - Interpretation and enforcement of legal/regulatory/UNDP requirements
  - Administration of compensation and benefit programs
  - Management of a performance appraisal system
  - Handling of personnel related problems/issues in a counseling role
- Aggressive “can-do” no-compromise approach to accomplishing tasks within required timeframes.
- A University Degree social sciences, sociology or equivalent
- Fluency in Portuguese and English.