



## VACANCY ANNOUNCEMENT

The United Nations Development Programme, Bureau of Management, Office of Human Resources, Staff Administrative Services, Benefits and Entitlements Services in Copenhagen, is responsible for HR, Benefits & Entitlements and contract management for UNDP, UNCDF, UNOPS, UNFPA, UN Women, UNV and UNU staff serving in 168 country locations.

UNDP/BES is currently searching for candidates for position of:

**Title:** Human Resources Associate  
**Grade:** G6 / Temporary Appointment  
**Duration of contract:** 5 months with possible extension up to 364 days  
**Deadline for Application:** COB 26 august 2013

Details of Job Description enclosed below

### **How to Apply:**

Applicants are required to complete a [Personal History Form, P.11](#) and submit a motivational statement/cover letter in English only, quoting BES/TA HR Associate.

This should be sent by e-mail by COB 26 august 2013 to following e-mail: [bes.applications@undp.org](mailto:bes.applications@undp.org)

### **Other Conditions:**

Only those candidates who meet all the qualifications, years of experience will be considered. In addition candidates who are not Danish Nationals are required to present a valid residence and working permit for Denmark.

Candidates who are successful and recommended through this recruitment process, but not appointed to the current vacancy may be considered for inclusion in a Roster for future and similar vacancies with same job description.

***Applicants will only be contacted if under serious consideration.***



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION**

**I. Post Information**

Job Code Title: Human Resources (HR) Associate  
Pre-classified Grade: GS-6  
Supervisor /Grade: HR Associate (1), GS 7, Team Lead

**II. Organizational Context**

Primary purpose of the post:

The Human Resources Associate (HRA) manages the determination and implementation of benefits and entitlements of Fixed Term, Temporary Appointments and Permanent Appointments of International staff and General service staff in headquarters, covering life and career events from pre-appointment to beyond separation.

The HRA is accountable for ensuring transparency, accuracy and assuring full compliance with Staff Regulations and Rules.

The HR Associate advises internal and external clients and partners on Benefits and Entitlements, Staff Regulations and Rules and HR guidelines and promotes a collaborative and client-oriented approach, sharing knowledge and best practice, including conducting training courses and coaching. Clients with whom there is direct contact include all categories of International Professional and headquarters support staff of UNDP and its Funds and trust funds (except JPOs). Partners include other UN Agencies such as UNFPA, UNOPS, UN Women, UNU, UNV as well as other units in UNDP such as OHR and BOM, Travel/transportation units as well as the Executive Officers/HR Associates (local HR) in global UNDP and other UN entities such as UN Payroll, UN Insurance, UNJSPF and more.

The HRA is accountable for the integrity, transparency and equity of the management of UNDP resources, particularly the contracts, benefits and entitlements management as well as through advisory service to partners.

The HR Associate is jointly responsible for meeting the agreed BES work plan deliverables supporting the overall UNDP HR Strategy.

### III. Functions / Key Results Expected

#### 1. Advisory/ Expected Results

Act as an internal advisor on matters relating to benefits and entitlements, fostering partnerships with internal and external stakeholders by briefing and advising clients, staff, colleagues and partners of the rules and regulations and the interpretation thereof to achieve the following results:

- Comprehensive HR strategy including benefits and entitlements management
- Consistent approach in compliance with Staff Regulations and Rules.
- Client and partner confidence in Benefits and Entitlements Services (BES) as an HR service provider
- HR policies and guidelines relating to Benefits and Entitlements are reviewed and revised as necessary

#### 2. Administration / Expected Results

Administers, certifies and approves the processing of Benefits and Entitlements in full compliance with Staff Regulations and Rules and Financial Accountability Framework and has approval authority for non-discretionary decisions under the applicable staff rules and within the financial level of authority, to achieve the following results:

- Equity and transparency in the application of Staff Regulations and Rules
- Client understanding and confidence in BES as a credible HR service administrator
- A high quality, timely and accurate service is provided to clients and partners
- Accurate staff database for staff and talent management

#### 3. Payments /Expected Results

Determine, verify and approve financial entitlements related to contracts, including appointments, reassignments, ongoing entitlements and salaries, in ATLAS with level authority 2 to achieve the following results:

- Accurate determination of financial entitlements of personnel transactions
- Timely processing and approving financial payments to support the staff rotational policy
- Increased efficiency as a result of reduction in recoveries, advances and other exceptional payments
- Accurate processing of financial entitlements to correct UNDP and third party funds

#### 4. Knowledge Management / Expected Results

Recommend, create and maintain knowledge management prescriptive content for benefits and entitlements to achieve the following results:

- HR knowledge management system contains accurate and comprehensive coverage of Benefits and Entitlements matters
- Staff are enabled and empowered through access to BES knowledge base
- Full transparency of the administration of B & E
- Continuous learning and development for HR staff by keeping abreast with HR best practices
- Conduct training courses on Benefits and Entitlements

#### 5. Streamlining processes / Expected Results

Identify areas for improving processes and HR policies and developing our business requirements to maximize efficiency and simplify procedures, to achieve the following results:

- Recommendations for improved and new HR policies and guidelines

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- Streamline payment and entitlement procedures to deliver optimal client service
- Enhance work efficiency through constant evaluation and analysis of HR processes.
- Reduce costs of BES operations and related costs to clients and partners
- Reduced unnecessary paperwork and administrative processes
- Provide input and support to further development of and implementation of E-Services

### IV. Impact of Results

- The key results ensure that BES unit meets its objective to support the retention of a highly competent, diverse and versatile workforce, whilst aiming to provide timely and professional benefits and entitlements services to clients covering life and career events from entry to beyond separation.
- Clear and cooperative communication channels with internal and external partners.
- High level of client satisfaction and credibility in BES services
- Continuous support of professionalisation of HR
- UNDP resources relating to Benefits & Entitlements are maximized in compliance with the accountability framework

### V. Competencies

Describe how the incumbent is expected to apply their knowledge, abilities, skills and behavior to achieve results:

Functional competencies (i.e. efficient application of substantive knowledge):

- Knowledge of HR functional services, regulations, rules procedures and processes to deliver accurate, timely and effective client services.
- Applies policies, standards, procedures and guidelines to deliver accurate, timely and effective client services.
- Maintains service effective relationships with clients, providing information, being accessible, understanding need and giving them due priority.
- Applies Atlas and other IT tools and the internet to enhance accurate, timely and effective delivery of services.

Corporate competencies ( i.e. important for successful performance in organizational culture) e.g. core values and commitments:

- Leads or contributes effectively in team-based activities; displays open, co-operative behavior.
- Focuses on impact and results for the client, promoting and living by an ethic of client service.
- Analyzes problems carefully and logically, leading to fact-based and practical recommendations.
- Effectively applies existing knowledge to improve performance.

Managerial competencies – managing relationships , managing people development, managing complexity:

### VI. Recruitment Qualifications

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Education:	Secondary School Diploma. Specialized training in Human Resources leading to a Certificate is desirable; University studies in HR, Business or Public Administration would be desirable, but is not a requirement.
Experience:	A minimum of 6 years of progressively responsible HR or administrative experience is required, preferably in two or more specialized areas of Human Resource management.  Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems, ERP.
Language Requirements:	Fluency in English required and knowledge of other UN working languages is desirable