



**TERMS OF REFERENCE**

- Post Title:** **Human Resources Assistant  
(ROSEAP/2019/SC/001)**
- Duty Station:** **UNODC Regional Office for Southeast Asia and the Pacific  
Bangkok, Thailand**
- Type of Contract:** **Service Contract (SB-3 level)  
Open to Thai national only**
- Remuneration:** ***Starting Baht 603,280 per annum***
- Duration:** **One year with possibility of renewal subject to funding  
availability**
- Application deadline:** **22 May 2019**

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**I. Organizational Context**

Under the direct supervision of the Operations Manager, the overall guidance of the Deputy Regional Representative, and within the delegated authority, the Human Resources Assistant will have the following duties:

**II. Functions / Key Outputs Expected**

**Recruitment-Selection-Placement:**

- Draft Terms of Reference for local and international staff, consultants and interns;
- Liaise with UNODC Headquarters and local implementation partners (e.g. UNDP Country Offices) to ensure appropriate classification, grading and advertisement of posts;
- Liaise with UNDP Offices for the advertisement of all locally-recruited UNODC posts in the assigned units;
- Create long lists of applicants for review by hiring managers, in cooperation with UNDP Country Offices as appropriate;
- Contact pre-selected applicants and arrange appointments for written tests and interviews;
- Draft interview reports for local and international staff recruitments;
- Facilitate the onboarding of new UNODC staff in the assigned units and liaise, to that aim, with other Headquarters' Sections and UNODC Programme Offices in the region as appropriate.

**Administration of entitlements:**

- Review and process requests for entitlements and claims (paper and online);
- Monitor and maintain up to date data in Field Office Staff Information (FOSI) system for staff members in the assigned units;
- Monitor the contractual status of all staff members in the assigned units and initiate timely action for reviews/renewals;
- Monitor the status of entitlements and benefits of staff members and initiate timely action for their review;
- Advise and assist with other actions related to staff members' entitlements, such as education grant and rental subsidy, in liaison with UNODC Headquarters.

**Training and Staff Development:**

- Monitor reporting cycles for all UNODC staff in the assigned units and, in liaison with relevant line managers, ensure adherence to the ePAS and other relevant UN reporting systems;
- Monitor and ensure compliance by all UNODC staff in region with regards to mandatory training, including the filing of certificates of completion/attendance;
- Maintain up to date calendar/inventory of available training material and courses and, in consultation with relevant line managers, make them available to staff;
- Maintain a register of training undertaken in the staff files and undertake periodic training needs analysis.

**General:**

- Assist with exit procedures of separating staff members and assist them with clearance and separation formalities;
- Undertake research on a range of HR-related issues and assist in the preparation of notes/reports;
- Provide general office support services: process, draft, edit, proofread and finalize for signature/approval a variety of correspondence and other communications; set up and maintain files/records (electronic and paper); schedule appointments/meetings, monitor deadlines etc.;
- Train and provide guidance to new staff and/or to peers and colleagues on human resource procedures and practices;
- Perform other work-related duties as required.

**IV. Competencies and Critical Success Factors**

- Professionalism:** Knowledge of general principles applicable to the management of human resources, including within an international setting. Ability to work well with figures, and to undertake basic research and gather information from standard sources to form an opinion/advice. Demonstrated ability to handle confidential and personal information; Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- ❑ **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- ❑ **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- ❑ **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- ❑ **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- ❑ **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- ❑ **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

## V. Recruitment Qualifications

Education:	Thai national with completion of high school education or equivalent. University Degree in Liberal Arts, Public Administration, Business Administration or Economics are desirable, but not a requirement.
Experience:	Minimum of five (5) years (for secondary school graduates) or two (2) years (for bachelor’s degree holders) of relevant work in human resources or in consultant services procurement is required.

	Working experience at the UN is an advantage. Knowledge of UN rules and regulations is a distinct advantage, as is working knowledge of the enterprise resource management system “Umoja”.
Language Requirements:	Fluency in both spoken and written English and Thai is required.
Other Desirable Skills:	Proficiency in Ms. Word, Excel, Power Point, Access and web browsers.

**HOW TO APPLY:**

Interested applicants should submit the following documents:

- (a) Letter of interest clearly stating suitability for the position
- (b) UN Personal History Form and detailed curriculum vitae based on the criteria stated above. UN Personal History Form could be downloaded from <http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html>

Please submit the application by e-mail to: <unodc-roseaprecruitment@un.org>.

Application deadline is 22 May 2019.

- Note:**
- (a) Please clearly indicate the position you are applying for.
  - (b) Failure to submit supporting documents as specified in the announcement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered for this vacancy announcement.

**Due to the volume of applications, only candidates under positive consideration will be notified.**

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