



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title: **Human Resources and Administrative Analyst**
Pre-classified Grade: ICS-9
Supervisor: DRR /DCD

II. Organizational Context

Under the guidance of DRR/DCD , the HR and administrative analyst acts as an advisor to Senior Management on all aspects of CO HR management and general administration . This includes strategic human resources management, efficient procurement and logistical services, ICT and common services consistent with UNDP regulations and rules. The main role is to lead the HR and administration ensuring smooth functioning of the CO/programmes/ projects operations, consistent services delivery and constant evaluation and readjustment of the operations to take into account changes in the operating environment as and when needed.

The HR and administrative analyst leads and guides the CO HR and administrative Team and fosters collaboration within the team , with programme staff and with other UN Agencies and a client-oriented approach. The HR and administrative analyst works in close collaboration with UNDP Service center, programme and project teams in the CO, HR and administration staff in other UN Agencies, UNDP HQs staff and Government officials to successfully deliver operations services.

III. Functions / Key Results Expected

Summary of Key Functions:

- q Contributing to the strategic direction of human resources and administration
- q Human Resources Management and supervision of the HR team
- q Efficient procurement and logistical services and interface with the Service Center team on procurement issues
- q Contributing to the management of information and communication and assisting the ICT team
- q Assist in the management of common services and the establishment of partnerships with other UN Agencies

1. As a member of the CO operations management team, ensures **the strategic direction of operations** focusing on achievement of the following results:

<ul style="list-style-type: none"> q Full compliance of HR and admin. operations with UN/UNDP rules, regulations and policies, implementation of corporate operational strategies, establishment of management targets (BSC) and monitoring of achievement of results. q CO business processes mapping and establishment of internal Standard Operating Procedures (SOPs) in Human Resources Management, Procurement, Logistical and ICT services. q Constant monitoring and analysis of the operating environment, timely readjustment of the operations, advice on legal considerations and risk assessment. q Knowledge building and sharing with regards to management of human resources and administration in the CO, organization of staff trainings, synthesis of lessons learnt/best practices, and sound contributions to UNDP knowledge networks and communities of practice.
<p>1. Contributes to the strategic human resources management and supervises the HR team focusing on achievement of the following results:</p> <ul style="list-style-type: none"> q CO compliance with corporate human resources policies and strategies. q Optimal staffing of the office and projects. q Oversight of recruitment processes in accordance with UNDP regulations and rules, appropriate use of different contractual modalities, contracts management. HR and administrative analyst performing the function of alternate HR Manager in Atlas. q Establishment and maintenance of the proper performance management and staff development systems. Implementation of the Universal Access strategy on learning ensuring access of the staff to role appropriate learning activities.
<p>2. Ensures provision of efficient procurement and logistical services and interface with the Service Center team on procurement issues focusing on achievement of the following results:</p> <ul style="list-style-type: none"> q CO compliance with corporate regulations and rules in the field and elaboration of the CO procurement strategies including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement promotion and introduction, performance measurement. q Elaboration of the CO contract strategy including tendering processes and evaluation, managing the contract and contractor, legal implications. Oversight of procurement processes and logistical services in accordance with UNDP rules and regulations. HR and administrative analyst acting as Manager Level 2 in Atlas for Purchase orders approvals. q Proper management of UNDP assets, facilities and logistical services.
<p>3. Participates in ensuring a forward-looking information and communication management and supervision of ICT team focusing on achievement of the following results:</p> <ul style="list-style-type: none"> q Use of Atlas functionality for improved business results and improved client services. q Identification of opportunities and ways of converting business processes into web-based systems to address the issues of efficiency and full accountability. q Maintenance of a secure, reliable infrastructure environment for ICT and adequate planning for disasters and recoveries. q Identification and promotion of different systems and applications for optimal content management, knowledge sharing, information provision and learning including e - registry, web-based office management system, etc.
<p>4. Participates in the proper common services organization and management, establishment of partnerships with other UN Agencies focusing on achievement of</p>

the following results:

- q Establishment of common services, maintenance of coordinating machinery to ensure integrated activities on common services and implementation of the UN reform.
- q Elaboration of the strategic approach for implementation of common services in line with the latest developments in common services and the best practices.
- q Proper planning and tracking of common services budget and of Agencies contributions to the common services account.

IV. Impact of Results

The key results have an impact on the overall economy, efficiency, and effectiveness of CO Operations as it relates to the use of corporate resources in the following areas:

- Human Resources
- Procurement and logistical services
- ICT
- Common Services and the implementation of the UN agenda on common services and joint procurement.

V. Competencies and Critical Success Factors

Corporate Competencies:

- q Demonstrates integrity by modeling the UN's values and ethical standards
- q Promotes the vision, mission, and strategic goals of UNDP
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- q Treats all people fairly without favoritism

Functional Competencies:Knowledge Management and Learning

- q Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example
- q Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- q Ability to lead strategic planning, results -based management and reporting
- q Ability to lead formulation and monitoring of management projects
- q Solid knowledge in financial resources and human resources management, contract, asset and procurement, information and communication technology, general administration
- q Ability to lead business processes re -engineering, implementation of new systems (business side), and affect staff behavioral/ attitudinal change

Management and Leadership

- q Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- q Consistently approaches work with energy and a positive, constructive attitude
- q Demonstrates good oral and written communication skills
- q Demonstrates openness to change and ability to manage complexities
- q Leads teams effectively and shows mentoring as well as conflict resolution skills
- q Demonstrates strong oral and written communication skills

UNDP Certification programmes Prince2, Procurement, HR, Accounting and Finance**VI. Recruitment Qualifications**

Education:	Master's Degree or equivalent in Business Administration, Public Administration, Human Resources management, Economics or related field.
Experience:	5 years of relevant experience at the national or international level in providing management advisory services and/or managing staff and operational systems and establishing inter - relationships among international organization and national governments. Experience in the usage of computers and office software packages, experience in handling of web based management systems.
Language Requirements:	Fluency in French is required. Excellent command of English would be an asset.

VII. Signatures - Job Description Certification		
--	--	--

Incumbent <i>(if applicable)</i>		
----------------------------------	--	--

Name	Signature	Date
------	-----------	------

Supervisor		
------------	--	--

Name	Signature	Date
------	-----------	------

Chief Division/Section		
------------------------	--	--

Name	Signature	Date
------	-----------	------