



UNIFEM Afghanistan  
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### **Vacancy Announcement No 2010/01/108**

**Date: 25 Jan 2010**

**Post Title** : **Human Resources Associate**  
**Organizational Unit** : **Operations**  
**Type of Appointment** : **Service Contract**  
**Grade/ level** : **SB3/3**  
**Duration** : **One Year, Renewable**  
**Number of post** : **One**  
**Duty station** : **Kabul**

**Closing Date** : **7 Feb 2010**

#### **Organizational Values and Principles:**

UNIFEM is dedicated to advancing gender equality and women's human rights in Afghanistan. Staff and consultants of UNIFEM Afghanistan are expected to contribute to a professional working environment in which the strengthening of national capacities and human potential is prioritized. Respect for diversity and human dignity is required, as is the active pursuit of a collaborative and inclusive approach to both internal and external stakeholders, including colleagues and partners.

#### **Summary of Key Functions:**

- Implementation of HR strategies and policies
- Provision of HR services.
- Staff performance management and career development
- Facilitation and promotion of knowledge building and knowledge sharing

#### **Areas of responsibilities include:**

1. Ensures **Implementation of HR strategies and policies** focusing on achievement of the following results:
  - Provision of information to the management, staff and non-staff personnel on strategies, rules and regulations, guidelines and practices
  - Ensure full compliance of HR recording and reporting systems with UN rules and regulations, policies, procedures and strategies.
  - Advice to office management on s/m competencies. Advice on s/m career development and training needs through the RCA and other evaluation systems.
2. Ensures **Provision of smooth HR services** focusing on achievement of the following results.
  - Process payment of entitlements for SSA holders (national and international) as approved by management;
  - Maintenance of the rosters including e-rosters.

- ❑ Oversee maintenance of personal files for staff and non-staff personnel in accordance with UN requirement
  - ❑ Issuance of non-staff contracts, extensions and separations in accordance with applicable guidelines including determination of remuneration levels and costing;
  - ❑ Undertakes timely proactive verification of contracts due to expire and on that basis initiates required extension or separation action
  - ❑ Provide advice on guidelines for SSA (Special Service Agreements) hiring of temporary personnel, and on policies/established practice
  - ❑ Keeping a day to day check of all the matters related to attendance, leaves, overtime and absenteeism. Ensure accurate and complete records are transmitted to UNDP CO in a timely manner.
3. Ensures proper **staff performance management and career development** focusing on achievement of the following results:
- ❑ Provision of background information and maintenance of the related data acting as Secretary of local CRG if required.
  - ❑ Respond to general queries on RCA/CRG process, referring sensitive matters to RPD through Operations Manager; support preparations and organization of annual CRG meetings.
  - ❑ Effective learning management including participation in preparation of Whole Office Learning plan and individual learning plans in consultation with the Senior Management and Operations Manager
4. Ensures **facilitation and promotion of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:
- ❑ Synthesis of lessons learnt and best practices in HR.
  - ❑ Sound contributions to knowledge networks and communities of practice.
  - ❑ Provision of effective counseling to staff on career advancement, development needs, learning possibilities.
  - ❑ Assess training needs and provide recommendations for training arrangements when applicable ensuring a match between an individual and organizational needs.
  - ❑ Design and implementation of training for operations/ programme staff on HR issues
  - ❑ Providing learning and development opportunities, making training interventions and planning, conducting training programs.
  - ❑ Maintain staff training records
  - ❑ Implementation of effective systems for the performance evaluation, including training to supervisor for an effective use of the tool leading to career development.

### **Qualification:**

#### *Education:*

- High School. Specialized certification in HR and Procurement is an asset. University Degree in HR, Business or Public Administration would be desirable, but it is not a requirement.

#### *Experience:*

- 5 to 6 years of progressively responsible HR experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc). Experience in handling of web based management systems will be an asset.

#### *Language Requirements:*

- Fluency in the UN and national language of the duty station

#### *Other competencies:*

- Ability to multi-task and respond simultaneously and in a timely fashion to job requirements. Ability to work under pressure and meet deadlines.
- Ability to work under pressure, to follow deadlines and handle numerous tasks simultaneously;
- Strong and proven integrity, time management and work prioritization skills;
- Understanding of UNDP/UNIFEM procedures, rules and regulations an asset;
- Ability to work effectively as a team member.
- Demonstrated sensitivity, discretion, tact and courtesy in relation to gender equality and women's rights, development principles and projects, implementing partners, and national and international personnel of varied nationalities and backgrounds.
- Commitment to upholding the organizational values and principles of UNIFEM Afghanistan.

**Submission of Application:**

Please submit a one-page cover letter explaining your interest and suitability for this position as well as an updated CV (maximum 4 pages). Testing and interviewing will follow for short-listed candidates. Interested *Afghan nationals* should submit their application in writing (clearly indicating on the sealed envelope the vacancy announcement number) to:

**UNIFEM office, UNDP compound, Shah Mahmood Ghazi Watt, Kabul, Afghanistan**

Or, e-mail their application (indicating on the subject line the VA number and the title of the position applied for) to: [registry.unifem.af@unifem.org](mailto:registry.unifem.af@unifem.org)

Please note that applications received after the closing date (**i.e. 7 Feb 2010**) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for a test and interview.

***Qualified female candidates are highly encouraged to apply***