



# United Nations Population Fund

[Step by Step Guide to Applying](#)

## Job Description

<b>Job Title</b>	FIXED TERM (FAST TRACK)_ NATIONAL POST: HR Assistant, Yangon, UNFPA Myanmar Country Office, G5
<b>Job ID</b>	40446
<b>Location</b>	Asia and Pacific
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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### Background Information

**PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF MYANMAR.**

Duty Station: Yangon, Myanmar

Closing Date: 19 November 2021 (5 pm, Yangon Time)

Duration: One Year (renewable) [i]

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[i] No expectancy of renewal in according with UN Staff Regulation 4.5.  
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### Organizational Setting

#### The Position:

The Human Resource Assistant provides clerical, human resource services and processes for UNFPA Myanmar Country Office ensuring high quality, accuracy and consistency of work. The Human Resources Assistant promotes a client-orientation and execution of transparent approach consistent with rules and regulation in the office.

Under the Overall guidance of the International Operations Manager, the Human Resources Assistant will report directly to the Human Resources Analyst.

#### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

UNFPA's Fourth Country Programme Document (2018-2022) for Myanmar was approved by the Executive Board in September 2017. The Programme focuses on three key areas of intervention 1) sexual and reproductive health) 2) gender equality and women's empowerment and 3) population dynamics. The proposed Country Programme is aligned with new UNFPA's Strategic Plan 2018-2021 and the first United Nations Development Assistance Framework (2018-2022). Youth and adolescents as well as gender equality and related human rights, are mainstreamed throughout the programme. UNFPA has partnerships with the UN agencies, INGOs and local NGOs, foundations and research institutions. UNFPA has a presence in a number of priority states/regions, integrating development, peace building and humanitarian.

The Human Resources Assistant works in close collaboration with the operations, programme and projects' staff in the Country Office (CO) to exchange information and ensure consistent service delivery. She/he is responsible for provision of HR services and carrying out HR administration work closely with HR/Operations team members and consult with HR Analyst.

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**Main Tasks & Responsibilities****You would be responsible for:****Summary of Key Functions:**

- Administration and implementation of Human Resources policies and procedures;
- Provision of Human Resources services;
- Support of knowledge building and knowledge sharing

**Ensures administration and implementation of Human Resources policies and procedures focusing on achievement of the following results:**

- Full compliance to UN/UNFPA rules, regulations, policies, and strategies; and effective implementation of the internal control framework.
- CO Human Resources business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in Human Resources management in consultation with the direct supervisor and office management;
- Assistance in providing information to the management and personnel on HR strategies, rules and regulations.
- Provide clerical support on Human Resources management in the CO.

**Provides Human Resources services for the office focusing on achievement of the following results:**

- Organization of recruitment processes including completing forms, drafting job description, provision of input to job classification process, vacancy announcement, screening of candidates and provide support services to recruitment and selection processes.
- Provision of information and materials for elaboration of recruitment guidelines and benefits and entitlements to the UNFPA personnel
- Preparation of requisition request in ATLAS for submission with input from the programme staff/ the hiring manager; pre-encumbrance of the fund for hiring Individual Consultant (IC); assurance of requisition from the dashboard data, CMT submission and terms of payment of the consultancy as per IC contract modality
- Providing input and tracking of all transactions related to positions, recruitment, benefits, issuing contracts (ICs/SCs/FTAs), extension of contracts and Staff's ID cards and separations for HR Unit;
- Maintenance of internal HR database for manual roster and up-to-date HR information, correspondence and staffing/recruitment tracking sheet for CO
- Keep tracking or/and maintenance of leave balance reconciliation and leave records of the staff both in Atlas and out of Atlas
- Ensure proper filling and recording keeping of documents

**Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:**

- Assistance in organizing and facilitation of trainings for personnel;
  - Synthesis of lessons learnt and best practices in Human Resources;
  - Sound contributions to knowledge networks and communities of practice.
  - Any other duties assigned by the supervisor.
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### **Qualifications and Experience**

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##### **Education:**

- Completed Secondary Level Education preferably with specialized training in Human Resources

##### **Knowledge and Experience:**

- 5 years of relevant experience in Human Resources;
- Excellent computer literacy and knowledge of modern business applications;
- Knowledge and understanding of HR and administrative best practices and procedures and main office software applications

##### **Language**

- Fluency in English is required.
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### **Required Competencies**

#### **Values:**

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

#### **Core Competencies:**

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

#### **Functional Competencies:**

- Aligning human resources management with the organization's strategic direction;
  - Addressing the rights and needs of staff member;
  - Managing data, information and correspondence
  - Internal and external communication for business acumen
  - Planning, organizing and multitasking
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### **UNFPA Work Environment**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

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**Disclaimer**

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