

Vacancy Announcement
TERMS OF REFERENCE

Date of Publication: 20 August 2024

ORGANIZATION:	United Nations Human Settlements Programme (UN-Habitat)
FUNCTIONAL TITLE:	Human Resources Associate
DUTY STATION:	New Delhi, India
DURATION:	12 months with the possibility of extension based on performance The first contract will be issued until 31 December 2024
TYPE OF CONTRACT:	UNOPS Local Individual Contractor's Agreement (LICA-7)

Background:

Urban Projections suggest that in thirty years, two thirds of the world's population will live in urban areas. Urban growth rates have started to level out in much of the world, but continue to be very high in much of Africa and Asia, where 90 percent of the projected increase will occur, and where resources are most constrained and development challenges most intense. A third of the urban population is estimated to live in slums and informal settlements, often without access to proper housing, infrastructure or services.

There is a critical need for national governments and the development assistance community to provide more support to local governments and bridge the divide between these local actors to effectively implement global urban frameworks. The present moment, in which the SDGs are being monitored and the Paris Agreement and New Urban Agenda have come into force, creates an unprecedented window of opportunity to integrate an urban perspective across the UN system at the country level.

Rapid urbanization in India will be one of the most dominant trends in the coming decades. As population expands and incomes grow, this shift will likely lead to an increased demand for urban amenities like housing, energy, transport, water, and waste disposal. It is estimated that more than half of India's urban infrastructure of 2030 is yet to be built.

UN-Habitat in India is implementing projects on integrated sustainable strategies into urban planning and management with the end view of achieving the goals of ongoing city-related government projects hoping to achieve livable, workable and sustainable cities. The focus areas at the country-level include urban ecology and comprehensive strategy for city level public spaces and green/blue networks.

Duties and Responsibilities:

Under the overall supervision of the Country Programme Manager, the Human Resources Associate will undertake the following activities:

- Strategic Planning and Management of Human Resources
- Stay abreast, interpret and guide the Country Office in complying with UN/UN-Habitat Personnel rules, regulations, policies and procedures, and provide guidance to staff in recruitments and all stages of human resources management.
- Assist all relevant CO and project teams in defining their human resources needs in accordance with the approved Annual Work Plans, brief managers and project personnel on different types of contracting modalities, HR policies and benefits, and ensure that the staffing requirements are efficiently implemented.
- Assist in the preparation and monitoring of the Country Office staff development and retention plan, learning Plan and other relevant CO instruments.
- Provide guidance to staff and personnel on all aspects of human resources including recruitment, contracting, performance management, employee relations, and HR processes and procedures.
- Support hiring managers and manage the recruitment and selection process.
- Organize on-boarding and induction of new staff.
- Organize learning and briefing sessions for country office staff on different HR policies as relevant.
- Administer international and national staff in a timely manner and accurately.
- Manage the Performance Appraisal and Development cycle (PAD) and ensure that follow-up actions are conducted in this regard, including staff learning and development, performance improvement processes, etc.
- Maintain accurate and up to date personnel status files in a confidential and secure manner.
- Follow up with all staff to ensure timely completion and update of mandatory courses / their learning plans and maintain appropriate records of this.
- Record and maintain attendance, timesheets, and leave records.
- Represent UN-Habitat in One UN Working Group on HR matters.
- Hiring and Administration of Individual Consultants
- Maintain an updated roster of national consultants in all the mandate areas of UN-Habitat
- Review the Terms of Reference submitted to ensure they are complete with essential elements to allow for timely preparation and management of the contract.
- Identify suitable candidates from UN-Habitat Consultant Rosters (CO and regional offices), UN system and its various networks, or advertise widely.
- Undertake due processes for hiring consultants in accordance with prescribed UN-Habitat guidelines.
- Prepare Individual Contract for each consultant, ensuring minimization of UN-Habitat's liability exposure.
- Where travel is involved, ensure visa and security clearance are issued before any travel takes place, ensuring that the mandatory courses are completed before travel, including field security course, etc.
- Closely monitor the consultant's contract, alerting the concerned hiring unit of the contract expiration date for any follow-up action needed in good timing.
- Ensure receipt of necessary approval(s) and completeness of supporting documents received before effecting any payment to consultant, including evaluation of consultant before making final payment.
- Undertake other tasks, as may be required by the UN-Habitat senior management officials.

Qualifications:

Education: The first university degree (Bachelor's degree) in human resources or administration or related field would be an asset.

Work Experience: Minimum 06 years of work experience in human resource management and administrative work and/ or logistics support is required. Previous experience in a donor organization, consulting company, or NGO is desirable. Excellent working knowledge of MS Office-Word, Excel, internet, e-mail applications etc. Experience with the UN System is highly desirable.

Professionalism: 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.

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.

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.

Language: Fluency in English and Hindi is required for this position. Knowledge of another local language or UN official language would be an advantage.

How to Apply:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above.

The application must be accompanied with:

- Completed UN Personal History Form (P11) Please download the form from UN-Habitat ROAP website https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc
- Recent Curriculum Vitae (CV)
- Candidate Profile Summary (Format provided at the last page)

Please indicate the Post Title: “**IND Human Resources Associate**” in your email subject and send it to: unhabitat.india@un.org

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for interview. In line with UN-Habitat policy on gender equity, applications from female candidates are particularly encouraged.

Deadline for application: Tuesday, 3 September 2024 before 05.30 pm (IST)

Due to a large number of applications expected, only short-listed candidates will be contacted. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).