

HR Assistant (Roster)

Job categories	Human Resources
Vacancy code	VA/2024/B5506/28373
Department/office	AR, MMCO, Myanmar
Duty station	Yangon, Myanmar
Contract type	Local ICA Support
Contract level	LICA-4

Duration

Rostering candidates for long-term and short-term opportunities

Application period 14-Jun-2024 to 05-Jul-2024

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Please note that UNOPS will at no stage of the recruitment process request candidates to make payments of any kind.

APPLICATION TIPS

How to send a good application:

- [English](https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf)
(https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf)
- [French](https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf)
(https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf)
- [Spanish](https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf)
(https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf)

▼ Background Information - Myanmar

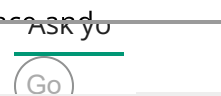
UNOPS Myanmar is one of UNOPS leading offices in Asia, acting as fund manager for three of the largest development programmes in the country, namely Access to Health, Livelihood and Food Security Fund (LIFT) and Joint Peace Fund (JPF). In addition, UNOPS Myanmar is Principal Recipient for the Global Fund to Fight AIDS, Tuberculosis and Malaria in Myanmar and Cambodia, and for the Global Fund's Regional Artemisinin-resistance Initiative targeting drug resistant malaria in the Greater Mekong sub-region. UNOPS provides procurement, infrastructure and project management services to a wide range of organizations in the country, including the Government of Myanmar, international development partners, other UN agencies, NGOs and INGOs. UNOPS Myanmar plays a critical role in ensuring that the quality of services provided to its partners meets stringent requirements of speed, efficiency and cost effectiveness.

▼ Background Information - Job-specific

TOGETHER, WE BUILD THE FUTURE

UNOPS – an operational arm of the United Nations – supports the achievement of the Sustainable Development Goals (SDGs) by successfully implementing its partners' peacebuilding, humanitarian and development projects around the world.

Our mission is to help people build better lives and countries achieve peace and sustainable development.



Under the guidance and supervision of the HR Manager, the Human Resources Assistant provides support to HR services in the field office support services function, ensuring high quality of work, accurate, timely and properly recorded/documented service delivery. The HR Assistant promotes a client-oriented and consistent with rules and regulations approach in the unit.

The HR Assistant works in close collaboration with the Programme, Project and Support Services colleagues locally and with UNOPS HQ colleagues, to exchange information and ensure consistent service delivery.

*** Please note that we are building a roster of qualified candidates who are interested in both short term and long term opportunities.**

▼ **Functional Responsibilities**

1. Ensures implementation of HR strategies and procedures, focusing on achievement of the following results:

- Full compliance of HR processes and records with UNOPS rules, regulations, policies and strategies.
- Effective and efficient maintenance of HR shared folders and sub-folders including electronic filing of important correspondences captured in the HR generic email address

2. Implements HR services focusing on achievement of the following results:

Recruitment support

- Review of requests for recruitment ensuring documentation is complete and in conformity with recruitment policies and procedures.
- Monitoring and tracking status of requests, and initiating follow up action to ensure submission is timely, accurate and contains complete documentation.
- Update and maintenance of information in recruitment systems to allow accurate statistical reporting.
- Circulate the vacancy announcements and upload in the various recruitment websites
- Arrange written assessments and interviews by scheduling with candidates, conducting assessments and checking the plagiarism

We are proud of our people. The UNOPS family brings together approximately 160 nationalities, represented by over 5,000 UNOPS personnel as well as some 7,800 personnel recruited on behalf on our partners. Spread across 80 countries, our workforce is rich in diversity and culture – with inclusion at its core.

We understand the importance of balancing professional and personal demands and offer several flexible working options.

Explore what we offer [here](http://.../Pages/About/WhatWeOffer.aspx) ([../..//Pages/About/WhatWeOffer.aspx](http://.../Pages/About/WhatWeOffer.aspx)).

- Chat with us
- Response to human resources queries from staff in the unit and elsewhere in the Programme and to requests for information on employment and recruitment status.

Support in HR data tracking and reporting

- Extraction and input of data from various sources in the human resource database;
- Review of supporting documentation for processing various HR actions
- Checking absences in absence management system and maintenance of leave reports, enabling resource planning by the Programme/Project/Unit managers
- Maintenance of personnel files for all personnel at location, ensuring all documentation is complete; maintenance and update of confidential personnel information and documents, ensuring relevant documents are kept in their respective files;
- Assistance in the preparation of HR reports; drafting of routine correspondence; arrangement of meetings
- UNOPS, and UN-issued Human Resource and Personnel policy manuals, rules, regulations, guidelines, and circulars, updated and filed regularly;

3. Ensures facilitation of knowledge building and knowledge sharing, focusing on achievement of the following results:

- Participation in the training for the operations/ projects staff on HR.
- Contributions to knowledge networks and communities of practice.
- Sharing of Available Learning Resources/Opportunities in the UNOPS Learning Zone and those offered by other UN Agencies.

Impacts of Results

The key results have an impact on the overall execution of the UNOPS HR services in terms of quality and accuracy of work completed. Accurate and properly documented records enhance UNOPS capability in the HR management.

▼ Education/Experience/Language requirements

Education:

- Completion of secondary school or equivalent is required.
- Undergraduate Diploma or Bachelor degree in Human Resources management, Business Administration related subjects is preferred, but not a requirement.

Experience:

- Four years of relevant HR or administrative experience is required. Relevant Diploma or Bachelor degree may substitute for some of the required years of experience.
- Experience in the usage of computers and office software packages (i.e. MS Office, Google Suite, etc) is required.

Language

- Working knowledge in written and oral English and Fluency in Myanmar is required.

▼ Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

▼ **Contract type, level and duration**

Contract type: Local Individual Contractor Agreement

Contract level: Local ICA Support-4 / LICA-4 / ICS-4

Contract duration: Rostering candidates for long-term and short-term opportunities

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>
(<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>).

This is a local position open for Myanmar Nationals Only.

▼ **Additional Information**

- Please note that UNOPS does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.

Chat with us

- UNOPS embraces diversity and is committed to equal employment opportunity. Our workforce consists of many diverse nationalities, cultures, languages, races, gender identities, sexual orientations, and abilities. UNOPS seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.

- Qualified women and candidates from groups which are underrepresented in the UNOPS workforce are encouraged to apply. These include in particular candidates from racialized and/or indigenous groups, members of minority gender identities and sexual orientations, and people with disabilities.
- We would like to ensure all candidates perform at their best during the assessment process. If you are shortlisted and require additional assistance to complete any assessment, including reasonable accommodation, please inform our human resources team when you receive an invitation.

Terms and Conditions

- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For retainer contracts, you must complete a few Mandatory Courses (they take around 4 hours to complete) in your own time, before providing services to UNOPS. For more information on a retainer contract [here](https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjk7p-TuINKbvW0lyMnTgJl9yn5Jt5zNhwAOsKEG9D/pub) (<https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjk7p-TuINKbvW0lyMnTgJl9yn5Jt5zNhwAOsKEG9D/pub>).
- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter and UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential personnel. Recruitment in UNOPS is contingent on the results of such checks.

