

## HUMAN RESOURCES SPECIALIST

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<b>Location :</b>	Abuja, NIGERIA
<b>Application Deadline :</b>	
<b>Type of Contract :</b>	FTA International
<b>Post Level :</b>	P-3
<b>Languages Required :</b>	English
<b>Starting Date :</b> (date when the selected candidate is expected to start)	
<b>Duration of Initial Contract :</b>	1 year, with possibility of yearly renewal

### Background

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Under the guidance and direct supervision of DCD - O, the HR Specialist is responsible for advice to the senior management on the transparent implementation of HR strategies, effective delivery of HR services and management of the CO HR Unit. He/she assesses client needs, interprets and applies HR strategy and policies, rules and regulations, establishes internal procedures and provides solutions to a wide spectrum of complex HR issues. The HR Specialist promotes a collaborative, client-oriented approach and contributes to the maintenance of high staff morale.

The HR Specialist supervises and leads the support staff of the HR unit. The HR Specialist works in close collaboration with the Programme, Operations, and project teams in the CO and UNDP HQ staff ensuring successful CO performance in HR management.

### Duties and Responsibilities

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#### Summary of key functions:

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

#### 1. Ensures implementation of HR strategies and policies focusing on achievement of the following results:

- Implementation of HR strategy in the CO; effective implementation of the internal control; proper design and functioning of the HR management system.
- Full compliance of HR activities with UN rules and regulations, UNDP policies, procedures and strategies. Interpretation of HR policies and regulations and advice to senior managers on their applications, taking into account their particular needs.
- Continuous analysis of corporate HR strategy and policies, assessing the impact of changes and making recommendations on their implementation in the CO. Continuous research of the matters related to conditions of service, salaries, allowances and other HR policy matters. Elaboration and introduction of measurement indicators, monitoring and reporting on achievement of results.
- Advice to Senior Management on HR new practices and their implementation (succession planning, career development and transition), strategic recruitment, advice on contract modalities, learning plan and performance evaluation).
- CO HR business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in HR management, control of the workflows in the HR Unit.
- Leads the advocacy for the implementation, monitoring and compliance of the HR policies including gender and harassment, career development and knowledge management. Full compliance and completion by CO s/m of the Harassment course.
- Development of procedures and practices that contribute to enhanced and improved HR management.

#### 2. Ensures effective human resources management focusing on achievement of the following results:

- Management of transparent and competitive recruitment and selection processes including updated job descriptions, proper job classification, vacancy announcement, screening of candidates, organization and chairing of interview panels, making recommendations on recruitment. Oversight of recruitment under UNDP projects.
- Development and maintenance of data base of job applications.

- Advice to office management on s/m competencies. Advice on s/m career development and training needs through the RCA.
- Advice to project managers on transparent and competitive process for project recruitment, adequate TOR describing terms of payment based on results, standard matrix of recruitment processes and request for contracts. Continuous monitoring of the entire UNDP project recruitment process.
- Full compliance of the guidelines of the Compliance Review Panel.
- Advice to the CO management in contracts guidelines pertaining to staffing compliance. Monitoring and tracking of all transactions related to positions, recruitment, HR data, benefits, earnings/deductions, retroactivity, recoveries, adjustments and separations through Atlas.
- Performs HR Administrator and Manager Functions in Atlas for both Fixed Term and Service Contract Holders.
- Leads corporate surveys as the Global Staff Survey, Salary Survey and other request from HQ 's and the CO Resident Representative.
- Management of the International staff entitlements and position funding delegated to the HR Unit. Close communication with local Government institutions to solve international staff-related issues.
- Close communication with HQ 's focal points pertaining to the correct administration of s/m entitlements and benefits.
- Validation of cost-recovery charges in Atlas for HR services provided by UNDP to other Agencies.

3. Ensures proper staff performance management and career development focusing on achievement of the following results:

- Elaboration and implementation of the protocol for performance appraisal process, facilitation of the process, elaboration of performance evaluation indicators in consultation with the Senior Management.
- Implementation of effective systems for the performance evaluation, including training to supervisor for an effective use of the tool leading to career development. Advice on work plan, monitoring and performance team evaluation.
- Effective learning management including establishment of the Whole Office Learning plan and individual learning plans in collaboration with the Senior Management.
- Provision of effective counselling to staff on career advancement, development needs, learning possibilities.

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

- Design and implementation of training for operations/ programme staff on HR issues.
- Synthesis of lessons learned and best practices in HR.
- Sound contributions to knowledge networks and communities of practice.

### **Impact of Results:**

The key results have an impact on the overall CO efficiency in human resources management and success in introduction and implementation of HR strategies and policies. Proper implementation of HR strategy and policies, management of HR system ensure client satisfaction and maintains high staff morale.

## **Competencies**

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Corporate Competencies:

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

Functional Competencies:

Knowledge Management and Learning:

- Shares knowledge and experience and contributes to UNDP Practice areas.
- Encourages office staff to share knowledge and contribute to UNDP Practice Areas.
- Develops deep understanding in one or more Practice Areas.
- Promotes a learning environment in the office.
- Demonstrates strong coaching/mentoring skills, regularly providing helpful feedback and advice to others in the office.
- 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:

- Ability to lead strategic planning, results-based management and reporting.
- Ability to lead recruitment, contracts management, performance appraisal, career development management, build teams, maintain high staff morale.
- Excellent knowledge of UNDP HR strategy and policies.
- Strong IT skills.
- Ability to implement new systems (business side) and affect staff behavioural / attitudinal change.

Management and Leadership:

- Focuses on impact and result for the client.
- Leads teams effectively and shows conflict resolution skills.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates strong oral and written communication skills.
- Builds strong relationships with clients and external actors.
- Remains calm, in control and good humoured even under pressure.
- Demonstrates openness to change and ability to manage complexities.

#### **UNDP HR Certification programme**

### **Required Skills and Experience**

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Education:

- Master's Degree or equivalent in HR, Business Administration, Public Administration or related field.

Experience:

- 5 years of relevant experience at the national or international level in providing HR advisory services and/or managing staff and operational systems.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems.

Language Requirements:

- Fluency in both written and spoken English; knowledge of another UN language desirable.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**