



## VACANTE

06 de abril de 2020

Convocatoria: **UNFPA México 004- 2020**

Título: Asistente Administración y Recursos Humanos

Términos de Referencia: Adjuntos

Duración del contrato: Del 1 de mayo<sup>1</sup> de 2020 al 31 de diciembre de 2020

Las personas interesadas deberán enviar una carta de intención dirigida al Sr. Arie Hoekman, Representante del UNFPA, señalando cómo su experiencia se adecúa al perfil solicitado.

Además, deberán anexar:

- *Curriculum Vitae* y el formulario P11 (adjunto) debidamente completado y firmado.

Los documentos deberán ser enviados al correo electrónico [buzon.official@unfpa.org.mx](mailto:buzon.official@unfpa.org.mx) con copia a [cardoso@unfpa.org](mailto:cardoso@unfpa.org) , indicando el número y título de la vacante.

Fecha límite para la recepción de solicitudes: **20 de abril de 2020 a las 17:30 horas.**

**IMPORTANTE. Está vacante está abierta para personas con nacionalidad Mexicana y para personas de otras nacionalidades que cuenten con visa de trabajo en México vigente.**

- *Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección.*
- *El UNFPA no solicita ni indaga información sobre el estado de cualquier candidata/o con respecto al VIH o el sida, Asimismo, en ningún caso ejerce discriminación sobre la base del estatus de cada persona con respecto al VIH o el sida.*
- *Debido al gran número de solicitudes esperadas, UNFPA sólo se pondrá en contacto con las/los solicitantes que haya sido preseleccionadas/os para entrevista.*
- *El UNFPA está comprometido con la diversidad laboral en términos de género, nacionalidad y cultura. Todas las personas que cumplan con el perfil profesional solicitado, independientemente*

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<sup>1</sup> La fecha de inicio del contrato podrá variar dependiendo de la disponibilidad de la persona seleccionada. Sin embargo, se espera poder iniciar actividades en la fecha mencionada.



## ***Administrative and Human Resources Assistant – UNFPA México Temporary – Individual consultant***

<i>Objective</i>
<p><b><i>Under the overall guidance of the Representative and direct supervision of the Finance and Administrative Associate, the Administrative and Human Resources Assistant provides HR-related support and services to UNFPA staff, service contract holders, and individual consultants to assist in the smooth running of the Operations Unit and the timely implementation of UNFPA’s programmes, ensuring high quality, accuracy and consistency of work. The Administrative/Human Resources Assistant promotes a client-oriented approach consistent with UNFPA rules and regulations and works in close collaboration with operations and programme personnel in the UNFPA Mexico Country Office. He/she will closely liaise with the regional HR advisor and with HR personnel in Headquarters to ensure proper application of HR rules and procedures.</i></b></p>

<i>Role</i>	<i>Administrative and Human Resources Assistant.</i>
<i>Level</i>	<i>Individual Consultant – G4 level</i>
<i>Period of contract</i>	<i>May to December 2020</i>

<i>Reporting Relationship</i>	
<i>Direct Relationship</i>	<i>Dotted Line Relationship</i>
<ul style="list-style-type: none"> <li>• <i>Finance and Administrative Associate</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Representative</i></li> </ul>
<i>Positions Reporting into this role</i>	
<i>Directly</i>	<i>Indirectly</i>
<ul style="list-style-type: none"> <li>• <i>None</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Receptionist</i></li> <li>• <i>Driver</i></li> </ul>
<i>Department-Duty Station</i>	
<ul style="list-style-type: none"> <li>• <i>Operations Unit – UNFPA Country Office in Mexico</i></li> </ul>	

## *Duties and Responsibilities*

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Ensures correct implementation of administrative policies and procedures, and in particular human resource policies and procedures, focusing on the following:

- **Administration/Operations Services:**
- Understand and interpret UNFPA Administrative rules, policies and procedures and provide guidance to the CO staff;
- Understand the internal processes and procedures of the office and identify ways in which the administrative needs can be met within existing policies, and adapt existing processes to better meet the needs of the Office;
- Develop tools and mechanism for effective and efficient monitoring of administrative activities in support of the CO operations;
- Conduct procurement processes for the general operations of the premises (internet, security, cleaning services, repairs, refurbishment, etc);
- Request and follow up payments for Air Travel and DHL courier services.
- Elaborate reports and provide information for journal vouchers of Gasoline coupons and Tolls
- Elaborate requests and follow up VAT reimbursements
- Review and maintain accurate records of expenses for common system activities relating to common services and premises maintenance such as cleaning and security services, internet electricity, water, etc.;
- Conduct financial monitoring of the availability of resources to cover operational expenses (institutional budget, regular and other resources);
- Keep proper record and filing of purchase orders, vouchers and other financial related documentation;
- Serve as backstopping support for any of the other operations staff when on leave;
- Provide general office support services;
- May provide guidance/training to less experienced staff on administrative procedures and processes;
- Undertake other related duties as may be assigned by the supervisor, or the Representative.
- **HR services:**
- Assist Programme Officers and the Admin/Finance associate in all recruitment processes; reviewing job descriptions and drafting and posting vacancy announcements, , ensuring timely definition of the short list of candidates by the preliminary selection panel, and preparing the necessary recruitment documents,
- Organizing the interview panel, informing the panel members of the selection procedures to be followed and function as secretary to the interview panels.
- Maintain the country office staffing table and HR data base up to date.
- Request candidates background information or reference checks for submission to the Compliance Review Panel (CRP).
- Maintain ATLAS (financial system) chart of accounts updated for payroll purposes
- Maintain personnel information up to date in Atlas ERP and in the UNFPA Global Directory;
- Maintain the country office rosters including e-rosters and other internal tools for individual consultant management up to date;
- Maintain the filing system for HR records and documents and ensure the confidentiality of personnel folders

- Support in the revision of information for cost-recovery bills in Atlas for HR services provided by UNDP to other Agencies.
- Prepare monthly attendance sheets for national personnel (fixed term and service contract holders), update and monitor leave balance and leave records.
- Supports learning and knowledge sharing in the country office:
- Provide HR introductory briefing to newly hired personnel;
- Undertake research on a range of HR related issues and assists in the preparation of notes/reports;
- Maintain the automated database containing HR related statistics and prepares periodic reports;

<i>Knowledge and Skill Requirements</i>	
<b>Competencies</b>	<b>Indicators</b>
<i>Functional Skillset</i>	
Providing logistical support	<ul style="list-style-type: none"> <li>+ Plan, schedule and coordinate travel and logistics for meetings, conferences and special events</li> <li>+ For meetings, check that all equipment is available and working, and have a back-up plan for additional technical assistance</li> </ul>
Managing data	<ul style="list-style-type: none"> <li>+ Collect and compile data with speed and accuracy, identifying what is relevant and discarding what is not</li> <li>+ Demonstrate attention to detail, and identify and correct errors on their own initiative</li> </ul>
Managing documents, correspondence and reports	<ul style="list-style-type: none"> <li>+ Create, edit and present information (queries, reports, documents) in visually pleasing, clear and presentable formats</li> <li>+ Edit, format and provide inputs to correspondence, reports, documents and presentations using word processing, spreadsheets and databases</li> </ul>
Managing information and work flow	<ul style="list-style-type: none"> <li>+ Facilitate communication flows ensuring that tasks are completed</li> <li>+ Identify bottlenecks and take a proactive action in solving what prevents to achieve results in office support activities</li> </ul>
Planning, organizing and multitasking	<ul style="list-style-type: none"> <li>+ Plan, coordinate and organize their workload.</li> </ul> <p>Accurately complete multiple tasks by establishing priorities, while remaining aware of competing deadlines and that such priorities may change.</p>

<i>Core competencies</i>	
Exemplifying integrity	<ul style="list-style-type: none"> <li>+ Act in accordance with the Standards of Conduct for the International Civil Service</li> <li>+ Follow through on commitments and take responsibility when unable to fulfill them</li> </ul>
Demonstrating commitment to UNFPA and the UN system	<ul style="list-style-type: none"> <li>+ Demonstrate loyalty and commitment to the aims, principles and purposes of the UN system and UNFPA</li> <li>+ Place the interests of the organization above theirs, encourage their teams to act in the same way and take corrective actions when this does not happen</li> </ul>
Embracing cultural diversity	<ul style="list-style-type: none"> <li>+ Demonstrate inclusive behavior and work without bias with all individuals and groups, regardless of gender, nationality, race, religion or any other characteristic; encourage the same behavior in their teams and take corrective measures when this is not followed</li> <li>+ Remain mindful of his/her own biases and behavior and take steps to become more sensitive and inclusive</li> </ul>
Embracing change	<ul style="list-style-type: none"> <li>+ Adapt to changes with a positive and optimistic attitude; do not allow change to become a fear, but rather an opportunity to grow</li> <li>+ Examine his/her own resistance towards change and take steps to become more open and involved in supporting change</li> </ul>

<i>Minimum Qualifications and experience</i>
<ul style="list-style-type: none"> <li>• Bachelor in Administration, Human Resources, International Relations, Psychology.</li> <li>• A minimum of 3 years of previous experience in administration and office support;</li> <li>• Strong interpersonal and organizational skills;</li> <li>• Computer literacy - Word, Excel, PowerPoint, etc.;</li> <li>• Good writing and communication skills;</li> <li>• Languages: Fluency in English and Spanish, both written and verbal, is required.</li> <li>• Previous knowledge in administrative procedures at the United Nations would be considered as an asset.</li> </ul>