

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JORR000571--HR Associate

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

## General Information

<b>Country of Assignment</b>	Jordan
<b>Host Institute</b>	United Nations Children's Fund
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Amman [JOR]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

National UN Volunteers in Jordan are entitled for a monthly Volunteer Living Allowance (VLA) at the amount of JOD 818.25; annual and learning leaves; free life and medical insurance; and free access to different learning platforms. For more information on UN Volunteer benefits, entitlements and support, please visit: <https://www.unv.org/become-volunteer/volunteer-your-country/conditions-service>

### Living Conditions

Amman, the capital, is a peaceful city with over four million residents. People are friendly to visitors. Services in terms of banking, transportation, health and communications are easily-available. Though Arabic is the official language, English is widely spoken among the majority of the population, especially in Amman. Road network is good both in terms of spread and quality of the roads. Public transportation in Amman is limited. Taxis are relatively cheap and easily available. There are a number of shopping malls, restaurants, gyms, and cinemas. A large variety of accommodation options can be found; however, it is worth noting that prices in Amman have generally increased in the past few years. There are no specific security threats. Amman is a very easy city in which to live; large,

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many amenities, very modern and serviced by an international airport with direct flights to most capital cities. According to the assessment of the UN Department of Safety & Security (UNDSS) Jordan is a family duty station (category A hardship).

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

# Assignment Details

**Assignment Title** HR Associate

## Organizational Context & Project Description

The focus of HR positions at this level is on the provision of both standardized and specialized activities pertaining to recruitment and placement, administration of entitlements, staff development and career development, job classification and/or performance management. Specialized activities pertain to the application of HR regulations, rules and procedures in the context of clear guidelines and procedures where the choice of action is limited and where issues requiring clarification and decision are directed to the relevant HR Business Partner

## Additional Information:

Selected candidate will be entitled for: monthly Volunteer Living Allowance (VLA) at the amount of JOD **796.75**; annual leave 2.5 days per month; learning leave 10 days per the 1-year contract; free life and medical insurance; and free medical insurance for up to 2 dependents.

For more information on UN Volunteer benefits, entitlements and support, please visit: <https://www.unv.org/Benefits-Entitlements-and-Support-Systems>

**Sustainable Development Goals** 4. Quality Education

## Task description

Within the delegated authority and under the supervision of HR Specialist P3 or his/her designated mandated representative(s), the HR UNV Specialist will:

- Support to business partnering
- Support in processing of entitlements and benefits of local staff
- Support in recruitment and placement
- Support in organization design and job classification
- Support in learning and capacity development
- General office support
- Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are required to:

### 1. Support to business partnering

- Support the business partners in developing initiatives to encourage employee well-being and employee recognition schemes
- Support the management of change processes by advising clientele on changes to HR processes under the guidance of HR Business Partner
- Support the business partners in assisting clientele in using HR systems such as talent management, agora and achieve.

### 2. Support in processing of entitlement and benefits

- Initiates the processing of a wide range of personnel actions in accordance with UNICEF rules and regulations, by ensuring all relevant forms and actions are completed by staff and forwarded to the GSSC.
- Maintains and prepares all personnel-related records and files, ensuring all information on each staff member is up-to-date and

accurate.

### 3. Support in recruitment and placement

- Prepares and circulates internal and external advertisements.
- Liaises with candidates in the various stages of the recruitment process.
- Prepares formal acknowledgement, offer and regret letters.
- Initiates and follows up on reference checks and academic verifications, and ensuring the completion of other background checks.
- Records and maintains recruitment files, ensuring all necessary documentation has been prepared.
- Monitors life-cycle of recruitment process to update supervisor as necessary.

### 4. Support in organization design and job classification

- Prepares documents to be submitted for classification to RO and NYHQ, ensuring completeness of documentation
  - Monitors life-cycle of all job classification requests to facilitate recruitment and organization planning.
- ### 5. Support in learning & capacity development
- Develops and processes contracts for institutions providing training and courses, ensuring compliance with UNICEF rules and regulations.
  - Assists team in organizing and conducting courses, workshops and events by preparing and organizing distribution of materials for participants, ensuring availability of training venues and required equipment and supplies, while providing logistical and secretarial support at workshops and events as necessary.
  - Tracks the performance management cycle processes, ensuring the timely distribution and enhancing the timely completion and return of appraisals.

### 6. General office support

- Drafting and/or processing a variety of correspondence and other communications
- Setting up and maintaining HR files/records (electronic and paper)
- Scheduling appointments and meetings
- Maintain and generate automated databases containing HR related statistics and generating periodic reports; and performing a variety of administrative duties (e.g. leave recording, etc.).

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

### Results/Expected Outputs

The impact of the work of HR UNV Specialist affects the delivery of discrete support services and is closely interrelated with the work of other members of the HR team. The work performed affects not only the timely delivery of HR processes but also indirectly the delivery of the client departments'/divisions'/offices' programmes. They play a key role, as a member of the team, in providing routine and some specialized information both to client's departments and to more senior members of the HR team on HR procedures and the progress of delivery against standards and deadlines

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

# Qualifications/Requirements

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**Required Degree Level** Secondary education

**Education - Additional Comments**

Completion of secondary education, preferably supplemented by technical or university courses related to the field of work

**Required experience** 24 months

**Experience Remark**

Minimum of two years of progressively responsible administrative or clerical work experience required

**Language**

- English (Mandatory) , Level - Fluent
- And One of these - Arabic (Optional) , Level - Working Knowledge

**Area of Expertise**

- Human resources management and development Optional

**Area of Expertise Requirement**

Minimum of two years of progressively responsible administrative or clerical work experience required

Good knowledge of HR principles, rules, regulations and procedures within the UN

Computer literacy and the ability to effectively use standard office software tools as well as good knowledge and skill in using HR systems.

Ability to extract and format data and to solve operational problems

Ability to organize own work, set priorities and meet deadlines.

Takes responsibility to respond to internal and external service needs promptly and proactively; takes initiative to ensure that deadlines, rules and regulations are met. Uses own discretion to address unforeseen situations.

Demonstrates a high degree of confidentiality, initiative and good judgment.

Demonstrates courtesy, tact, patience and ability to work effectively with people of different national and cultural backgrounds

**Need Driving Licence** No

# Conditions of Service and other information

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**Condition of Service** [Click here to view Conditions of Service](#)

**Conditions of Service:**

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Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

### **Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

**Application Code**

JORR000571-10662

**Application procedure****EN****\* Not yet registered in the UNV Talent Pool?**

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

**\* Already registered in the UNV Talent Pool?**

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of Jordan and legal residents in Jordan with the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 22-09-2021**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/Sk9SUjAwMDU3MQ==>**Disclaimer**

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*