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

Country of Assignment: Kazakhstan

Host Institute: United Nations Development Programme

Volunteer Category: National Specialist

Number of Volunteer: 1

Duration: 4 months

Possibility of Extension: Yes

Expected Starting Date: Immediate

Duty Station: Nur-Sultan [KAZ]

Assignment Place: Family Duty Station

Assignment Place Remark:
The post is open only for citizens of Kazakhstan.

Living Conditions:

- The UN Volunteer will be based in Nur-Sultan, Kazakhstan. UN Security Level: Phase 1.
- Medical services:
  - No special vaccination is required to travel to Kazakhstan.
  - Medical services (including dental care) are provided at European standards. Clinics working 24 hours are available in the city. There are both private and state clinics and hospitals.
  - Kazakh and Russian are spoken languages in the region and the official languages of the state.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living
Assignment Details

Assignment Title: Human Resources (HR) Associate

Organizational Context & Project Description

Under the direct guidance and supervision of the HR Associate (GS7) and overall guidance of the Operations Manager, the HR Associate/UN Volunteer ensures execution of transparent and efficient HR services in CO. The HR Associate/UN Volunteer promotes a collaborative, client-oriented approach and supports the maintenance of high staff morale.

The HR Associate/UN Volunteer may supervise clerical and support staff of the HR Unit. The HR Associate works in close collaboration with the operations, programme and projects’ staff in the CO and UNDP HQs staff for resolving complex HR-related issues and information exchange.

Summary of Key Functions of HR Associate/UN Volunteer:

- Administration and implementation of HR strategies and policies
- Provision of HR services
- Staff performance management and career development
- Conduct of UN-related surveys
- Facilitation of knowledge building and knowledge sharing

Sustainable Development Goals: 8. Decent work and Economy Growth

Task description

Within the delegated authority and under the supervision of HR Associate (GS7) and overall guidance of the Operations Manager, the HR Associate/UN Volunteer will:

Ensures administration and implementation of HR strategies and policies focusing on achievement of the following results:

- Full compliance of records and reports with UN rules, regulations, UNDP policies, procedures and strategies; effective implementation of the internal control framework.
- CO HR business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in HR management in consultation with the direct supervisor and office management, control of workloads of the supervised staff.
- Provision of information to the management and staff on strategies, rules and regulations.

Provides HR services focusing on achievement of the following results:

- Implementation of recruitment processes including drafting job description, provision of input to job classification process, vacancy announcement, screening of candidates, participation in interview panels.
- Creation/update of positions in Atlas, association of positions to chart fields (COAs), update of COA information, performing the functions of Absence Processor and Admin.HR, Position Administrator in Atlas. Preparation of contracts (fixed-term, SCs).
- Timely follow up with Finance staff on Global payroll issues.
- Input and tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivities, recoveries, adjustments and separations through Atlas.
- Maintenance of the CO staffing table.
- Preparation of submissions to Compliance Review Panel (CRP).
- Provision of information on benefits/entitlements to the International Staff and Experts.
- Maintenance of the rosters including e-rosters.
- Maintenance of filing system, e-archiving.
- Validation of cost-recovery charges in Atlas for HR services provided by UNDP to other Agencies.
- Other duties as required.
Ensures proper **staff performance management and career development** focusing on achievement of the following results:

- Provision of background information and maintenance of the related data, acting as Secretary of TMRG.
- Participation in preparation of Whole Office Learning plan and individual learning plans in consultation with the HR Associate/Learning Manager.

Ensures **conduct of UN-related surveys** focusing on achievement of the following results:

- Contribute in collection of information and preparation of reports for comprehensive and interim local salary, hardship and place-to-place surveys. Participation in the work of LSSC.

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

- Organization of trainings for the operations/ projects staff on HR issues.
- Synthesis of lessons learnt and best practices in HR.
- Sound contributions to knowledge networks and communities of practice.

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**

- As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:
  1. impact on the overall execution of the CO HR services.
  2. successful implementation of HR strategies and policies.
  3. accurate analysis and presentation of financial information ensures proper HR services in the CO.

- 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.

- 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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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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**Education - Additional Comments**

Bachelor degree in relevant area or high school with specialized certification in HR. University Degree in HR, Business or Public Administration would be desirable, but it is not a requirement.

**Required experience**

24 months

**Experience Remark**

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Minimum 2 years of progressively responsible HR and/or administrative experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web-based management systems.

**Language**

- English (Mandatory), Level - Fluent
- AND - Russian (Mandatory), Level - Fluent

**Area of Expertise**

- Other rule of law or governance related experience Optional

**Area of Expertise Requirement**

- Need Driving Licence: No

**Competencies & Values**

- Accountability
- Building Trust
- Client Orientation
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

**Conditions of Service and other information**

**Condition of Service** Click here to view Conditions of Service

**Conditions of Service:**


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 Entities)

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
KAZR000255-7678

Application procedure

* 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 Kazakhstan and legal residents in Kazakhstan with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 10-09-2020

doa.apply_url
https://vmam.unv.org//candidate/show-doa/S0FaUjAwMDI1NQ==

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.