UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBYR0000037—Human Resources Assistant

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Libya</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Tunis [TUN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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The possibility of extension is dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

Living Conditions

**Geography and Climate:** Tunisia, the smallest country of the North African coast, with a population of slightly over 11 million of which about 60% live in urban locations, has one of the highest living standards on the continent. Tunis is the capital of the country and the largest city (population of approximately two million in and outside the city proper). As a small country, all destinations within Tunisia can be reached in a day drive. Tunisia borders with Libya (Southeast) and with Algeria (West).

Tunisia has a Mediterranean climate. Along the coast of northern Tunisia, summers are hot and dry, and winters are warm and rainy. In the northwest, there is occasional snowfall in the mountains. In southern Tunisia, it is hotter and drier. Southern Tunisia, where the Sahara begins, is semi-desert. In some parts, there are oases with giant palm trees and small market gardens.

**Religion:** About 99 percent of the population is Muslim, especially Sunni Islam, as it is the major and state religion. Tunisia has also a small Christian population, composed of Roman Catholics, members of the Greek Orthodox Church, and French and English Protestants. In addition,
there is a small population of Sephardic Jews. Language: The official language of Tunisia is Arabic. French is also widely spoken and understood by most of the population. About one percent of the population speaks Berber. English is more and more spoken by Tunisians. Other European languages, such as Italian, are also spoken in commercial and tourist areas of the country. Economy: The country does not have vast stocks of hydrocarbons like its neighbours Algeria and Libya but has prospered under longstanding government policies to develop manufacturing, tourism, and agriculture. At the same time, social programs limit population growth, provide a high standard of education, and ensure a relatively decent standard of living for all. The largest percentage of Tunisia's exports are agricultural and mining products, which generate over 11 billion dollars a year. Tunisia's biggest export partners are France and Italy. Tunisia is a member of the Arab Fund for Economic and Social Development (AFESD), the Arab Monetary Fund, and the Union of the Arab Maghreb (UMA). Public transportation: In addition to the private taxi services, the state runs a reliable and cost-effective public transport system.

Safety and security: The crime rate is low, but there have been cases of theft. Walking alone during daylight hours is permitted, but you may want to be more careful at night. Tunisia is still undergoing a critical period of democratic and social transition. The heated political debate has, at times, developed into a localized confrontation among ideological opponents. Although these tensions are unrelated to foreigners, it is nevertheless important to remain updated on the political situation. Therefore, security advice is sent systematically by UNDSS and UNHCR security staff. Terrorism is still a major concern as shown by the latest terrorist attacks that took place in June 2019 in downtown Tunis. However, significant efforts from the Tunisian authorities on this front have allowed to contain the phenomenon and led several foreign embassies to remove the travel restrictions applied after the 2015 attacks in different tourist sites.

### Assignment Details

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<tr>
<th>Assignment Title</th>
<th>Human Resources Assistant</th>
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<tr>
<td><strong>Organizational Context &amp; Project Description</strong></td>
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UNDP Libya is working rapidly to respond to crises in Libya by undertaking projects to help stabilize the country and instill trust and confidence amongst communities, and between communities and the government. The UNDP Libya Country Office (CO) has made strong commitments to international donors and its Libyan counterparts to help restore and improve public services; enhance the effectiveness and reach of existing public institutions; expand civic engagement and participation in political and development processes; increase economic opportunities in a more diversified economy; strengthen social cohesion, reconciliation and transitional justice initiatives; and contribute to stability throughout the country to ensure development gains.

To meet the demands of donors and to respond to the needs of Libyan population, the UNDP CO needs to recruit multiple national UNVs for one-year assignment (with possibility of extension, depending on needs, performance and availability of funds).

### Sustainable Development Goals

| 17. Partnerships For the Goals |

### Task description

Within the delegated authority and under the supervision of Head of Human Resources Unit or his/her designated mandated representative(s), the UN Volunteer Human Resources Assistant will:

- Assists with the recruitment process and preparation of draft job descriptions, vacancy announcements, compiling matrixes,
- Collection of background information for submissions to the Local Appointment and Promotion Board (LAPB).
• performing functions of Secretary in interview panels;
• Publish vacancy announcements on local websites pertaining to National staff and Consultant/IC recruitments;
• Administer tests and interviews, participate as HR ex-Officio in interview panels;
• Draft inter-office memoranda, faxes, To Whom It May Concern letters and other routine correspondence;
• Maintenance of the CO staffing table.

- Update of the CO rosters.

- Maintenance of proper filing system for HR records and documents.

- Maintain tracking databases (Expired UNLPs, e-Performances of staff members and arrival/installation of staff members’ dependents in Tunis);
- Liaise with Security Section pertaining to the issuance/extension of ID cards;
- Supports knowledge building and knowledge sharing in the CO focusing on achievement of (i) the participation in the trainings for the operations/projects staff on HR and (ii) the contribution to knowledge networks and communities of practice.
- Filing and scanning documentation; Perform other office duties as required.

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 key results have an impact on the execution of the CO HR services in terms of quality and accuracy of work completed. Accurate data entry and presentation of financial information and client-oriented approach enhances UNDP capability in the HR management.
• Requests are processed and completed in a timely manner;
• Maintain filing system to ensure documents are filed with minimum delay;
• Incoming correspondence correctly recorded, scanned to the relevant databases and distributed as required to the relevant offices within the shortest possible timeframe to facilitate and speed up the processing and completion of recruitment cases

• 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
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
- Minimum requirement: Bachelor’s degree in human resources studies or Business Administration or Management or Social Sciences or equivalent;
- Any other certification in people management, Human Resources studies will be an asset;

Required experience
24 months

Experience Remark
- Relevant working Experience: Minimum of 2 years of relevant HR 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 are required.

Language
- English (Mandatory), Level - Fluent
- AND - French (Mandatory), Level - Fluent

Area of Expertise
- Human resources management and development Mandatory
- Administration and administrative assistance Mandatory

Area of Expertise Requirement

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
Conditions of Service and other information

Condition of Service  Click here to view Conditions of Service

Conditions of Service:

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

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.

Application Code: LBYR000037-6368

Application procedure

- **Not yet registered in the UNV Talent Pool?**
  First register your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup)
  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](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?**
  First update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile)
  Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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.

UN Volunteers’ entitlements

During the assignment, UN Volunteers are covered by a medical scheme and life insurance. United Nations Volunteers can consult their benefits and allowances by visiting the link below and indicating (i)
the country of assignment i.e. Tunisia and (ii) the Volunteer category: National Specialist.

Link to the entitlements’ calculator https://vmam.unv.org/calculator/entitlements

Application deadline: 02/03/2020

doa.apply_url

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.