UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
MWIR000110--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>Malawi</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<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>
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<tr>
<td>Duty Station</td>
<td>Lilongwe [MWI]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Assignment Place Remark

- Assignment is with family.

Living Conditions

- Malawi is generally peaceful with category B duty station. Housing facilities are available but with advice from UNDSS on area of residence as low level of crime rate can be detected in some areas. Public transportation is available and most international staff prefer to buy or hire a vehicle for their own convenience. Few international schools are available in Blantyre and Lilongwe for staff who opt to send their children to school in Malawi. Basic commodities (food, clothing, etc.) are available on the local market as well as supermarkets. There are a couple of entertainment facilities which staff can choose including Lake Malawi.

Assignment Details

Assignment Title: Human Resources Assistant

18 Feb 2021

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Organizational Context & Project Description

UNDP is the UN’s global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life.

UNDP works in more than 170 countries helping to achieve eradication of poverty and the reduction of inequalities and exclusion.

In Malawi, UNDP was established in 1964, supporting the government to use development resources effectively and accountably to achieve the objectives of the Malawi Growth and Development Strategy (MGDS) and attain the new Sustainable Development Goals (SDGs)

This UNV assignment is part of UNDP Operations team, providing reliable Administrative services and overall support on operational and logistical activities for the office.

Sustainable Development Goals

1. No poverty

Task description

Within the delegated authority and under the supervision of Human Resources Associate or his/her designated mandated representative(s), the UNV Human Resources Assistant will ensure the following:

- Preparing Vacancy announcements.
- Initial Screening of applicants.
- Providing guidance to short listers on Criteria for shortlisting.
- Consolidating the shortlists for further review on Completeness, Compliance with the criteria by Operations Manager.
- Administering Written tests, where applicable.
- Coordinating the interviews processes.
- Providing secretarial services to interview panels, including Interview Report writing.
- Conducting Reference checks on Recommended candidates.
- Preparing Recruitment check lists for review by Operations Manager.
- Making offers to the success candidates.
- Arranging for medical Clearances:
- Filing HR documents systematically, for easy retrieval, including audits.
- Any other related tasks as may be required or assigned by the supervisor.

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

At the end of this assignment, as an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries, the following results/outputs are expected:

- Effective Implementation of HR strategies
- Effective Implementation of HR services
- Effective Support to knowledge building and knowledge sharing

- 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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<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td><strong>Education - Additional Comments</strong></td>
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<tr>
<td>• Minimum of degree in Business Administration/Human Resources Management/Public Administration or related field.</td>
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<td><strong>Required experience</strong></td>
<td>36 months</td>
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<td><strong>Experience Remark</strong></td>
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<td>• Minimum of three years of professional work experience at the national and/or international level in Administration, or supply chain, or other relevant programmes; experience with programme support is an asset, as is experience working in the UN or other international development organization.</td>
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<tr>
<td><strong>Language</strong></td>
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<tr>
<td>• English (Mandatory), Level - Fluent</td>
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<tr>
<td><strong>Area of Expertise</strong></td>
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<tr>
<td>• Human resources management and development Optional</td>
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<td><strong>Area of Expertise Requirement</strong></td>
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<tr>
<td>• Excellent oral and written skills; excellent drafting, formulation, reporting skills.</td>
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<td>• Accuracy and professionalism in document production and editing.</td>
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<td>• Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.</td>
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<td>• Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.</td>
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<td>• Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.</td>
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<td>• Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.</td>
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<td>• Sound security awareness.</td>
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<td>• Have affinity with or interest in developmental work, volunteerism as a mechanism for durable development, and the UN System.</td>
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<tr>
<td><strong>Need Driving Licence</strong></td>
<td>No</td>
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**Competencies & Values**

• Adaptability and Flexibility
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Working in Teams

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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  MWIR000110-8828

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 for to which you would like to apply.

Application deadline: 3rd March 2021

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

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.