

## TERMS OF REFERENCE

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Hiring Office:	UNFPA Pacific Sub Regional Office (PSRO)		
Title:	Human Resources Assistant (Individual Consultancy – IC Contract)		
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the overall supervision of the Admin/HR Associate, the HR Assistant shall provide HR support services to the Pacific Sub Regional Office.</p> <p>The Consultant ensures the effective functioning of HR operations and systems in support of the programme and office management.</p> <p>The primary roles of the HR Assistant are:</p> <ul style="list-style-type: none"> <li>• Assist in preparation, issuance and monitoring of consultancies for the office, issue requisition and prepare COP's for consultants.</li> <li>• Update and track the HR IC Plan and the consultant monitoring database on a regular basis.</li> <li>• Act as the office leave monitor and assist in attendance and leave management; record management (filing and archiving system);</li> <li>• Work closely with the Admin Assistant to facilitate visas/work permits/extensions for UNFPA recruited personnel.</li> <li>• Complete the PSEA Clear Check HR Screening list as and when required.</li> <li>• Create learning plan for all staff learning and learning database based on the staff professional development outputs in their individual PAD</li> <li>• Monitor and track mandatory learning for all staff</li> <li>• Assist in monitoring compliance with the Performance Appraisal and Development cycle (PAD);</li> <li>• Create a repository of all HR policies and processes, Approved JD's, recruitments and detailed assignments etc. Update HR files on google drive under HR folder.</li> <li>• Work closely with the Admin Assistant and create a tracking tool for monitoring of work permit expiry, staff contract expiry and UNID expiry.</li> <li>• Assist in developing of SOP's and checklist for HR processes, recruitments, consultancies etc.</li> <li>• Liaise with UNDSS on security briefings, UNID card issuance and renewals.</li> <li>• Assist the HR Admin Associate in HR services in the areas of recruitment and personnel administration for international and nationals, as appropriate (e.g. renewal of UNLPs, visas; UNID's extension of contracts, administration of national benefits and allowances; administration of home leave entitlements; etc);</li> <li>• Provide advice to the SRO staff on all aspects of Atlas HR modules, UN/UNFPA personnel and administrative rules and regulations and staffing related matters;</li> <li>• Interpret UN/UNFPA Personnel rules and regulations and provide guidance to the SRO and COs; identify ways in which the administrative needs can be met within existing policies; adapts processes and procedures, anticipate and manage operational requirements of the SRO;</li> <li>• Maintain accurate and up to date personnel status files in a confidential and secure manner.</li> <li>• Complete all HR filing including hard copies and electronic copies.</li> <li>• Perform general administrative tasks as required.</li> <li>• Perform any other activities that may be assigned from time to time to ensure the success of the working team.</li> </ul>		
Duration and working schedule:	The consultancy is expected to commence on 1 June 2021 and be completed by 30 April 2022. The consultant will be required to work from 8am – 5.30pm (Monday – Thursday) and 8am – 2pm on Friday except on UN Holidays.		
Place where services are to be delivered:	The consultant will be based in the PSRO Office in Suva, Fiji		
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<b>Deliverable</b>	<b>Date</b>	<b>Payment</b>
	1. Monthly Report outlining the progress of activities undertaken during the month	25 of each month	100% (Proration on monthly remuneration)
Monitoring and progress	On a day-to-day basis, the consultant will work closely with the Admin Assistant,		

control, including reporting requirements, periodicity format and deadline:	Operations Assistant, operations team and will be supervised by the HR Admin Associate; All materials developed relating to the assignment will officially be submitted to UNFPA.
Supervisory arrangements:	The Consultant will be under the supervision of the HR Admin Associate.
Expected travel:	Very limited travel as decided by the UNFPA management
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Completion of secondary level or an equivalent high school education is required;</li> </ul> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years of work experience working in similar HR role in Government, CSO, IGO, NGO;</li> <li>• Prior experience of working for the UN is a strong asset;</li> <li>• Demonstrable organizational skills including working to tight deadlines and with competing priorities, ability to prioritize effectively and organize time;</li> <li>• Familiar in the use of computers and office software packages;</li> <li>• Excellent writing, communication and organization skills;</li> <li>• Excellent team working skills;</li> <li>• Good interpersonal skills;</li> <li>• High level of accuracy and reliability;</li> <li>• An efficient worker who can work under pressure;</li> </ul> <p><b>Languages:</b> Verbal and written fluency in English is required;</p> <p><b>Other Desirable Skills:</b> Initiative, strong conceptual abilities, sound judgment, ability to multi-task, robust drafting ability, resilience and an interest in development work.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	The Consultant will be given a desk space, computer and provided internet and printing accesses.
Other relevant information or special conditions, if any:	Consultancy Fees to be paid on a monthly basis by the Pacific Sub Regional Office