



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Human Resources &amp; Procurement Assistant</b>	
	<b>Duty Station: Banjul</b>	
<b>Grade (Classified)</b>	<b>G5</b>	
<b>Post Number:</b>	<b>00205062</b>	
<b>Post Type:</b>	<b>Rotational</b>	<b>Non-Rotational</b> <input checked="" type="checkbox"/>
<b>Classification Authority:</b>	<input type="checkbox"/>	<b>Date:</b>

### The Position:

The post of Human Resources & Procurement Assistant is located in The Gambia Country office and reports directly to the Finance and Admin Associate.

Under the overall guidance of the Country Representative the Human Resources & Procurement Assistant is under the direct supervision and reports to the Finance and Admin Associate.

The Human Resources & Procurement Assistant delivers high-quality and accurate HR, administration and procurement services to internal and external clients mastering all relevant rules, guidelines, processes and procedures and ensuring quality assurance and compliance.

The Human Resources & Procurement Assistant takes a client-oriented, result-focused approach to interpreting the rules, procedures and guidelines providing support and guidance in service to the Country Office and UNFPA-supported projects.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

The Human Resources & Procurement Assistant delivers high quality and accurate HR, procurement and general administration to internal and external clients in compliance with all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support to the CO and UNFPA-supported projects.



**You would be responsible for:**

## **1. Human Resources**

**- Ensures implementation of HR strategies focusing on achievement of the following results:**

- Full compliance of HR processes and records with UN/UNFPA rules, regulations, policies and strategies.
- Adherence to the CO 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.

**- Implements HR services focusing on achievement of the following results:**

- Compile and update leave balance/absence of UNFPA employee and provide to the supervisor a monthly report on leave balance reconciliation (hard and soft copies)
- Support in responding to employee requests regarding human resources issues, i.e. leave balance and other updates on HR related issues as assigned by the supervisor
- Assist CO HR team in implementation of recruitment processes consist of drafting job descriptions, vacancy announcement, upload vacancies at job websites, compiling matrixes, coordinate communication with candidates and panel for scheduling written test and oral interviews etc.
- Prepare soft and hard copies of interview documents for interview panel members and ensure to keep HR correspondence and records in line with recruitment policies and guidelines and perform functions of Secretary in interview panels.
- Preparation of position update requests and follow up for position numbers for newly created positions.
- Tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivity, recoveries, adjustments and separations.
- Collection of background information for submissions to the Regional Review Board.
- Provide support services for academic verification and reference checks for appointment of different contractual arrangements.
- Support in ensuring timely completion of IC recruitment processes i.e issuing of letter of Intent and contracts, CMT submission in compliance of IC policy guidelines
- Perform clerical and administrative works of HR i.e. process documentation and filing, preparation of letters related to personnel issues

## **2. Procurement**

### **Office Procurement**

- Provides support to the Finance and Admin Associate in carrying out the procurement processes including preparation or review and evaluation of RFQs, ITBs or RFPs documents, as well as the conduct of quotation analysis.
- Support the market research. Maintain an accurate and active supplier base in support to



UNFPA procurement requirements.

- Liaise with other UN agencies to obtain information of existing contracts and sharing information. Prepare procurement related reports and analyses; research and draft responses to enquiries for clearance by the Finance and Admin Associate.
- Review procurement requests and initiate procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner.
- Assists the Finance and Admin Associate in the processing of long-term agreements/Memorandum of Agreements in accordance to UNFPA rules, regulations and procedures.

**Assist in the capacity building of Implementing Partners on all aspects of procurement and logistics management:**

- Work closely with Ministry of Health on RH commodities and Medical equipment as from ordering, tracking and reception.
- Provide support to IPs on Third Party Procurement
- Ensure proper coordination between IP and PSB through smooth flow of information, clearance, and shipping documents.
- Follow up with the IP for timely clearance of consignments and update and monitor the status report to the office on regular intervals.
- Support IPs in proper tracking and distribution of commodities and RH equipment as and when necessary.
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**3. Administrative Support:**

- Ensures the timely completion of all HR & procurement administrative requirements.
- Fulfils the role of “Buyer” on Atlas and other Atlas functions relating to procurement.



## **Qualifications and Experience**

### **Education:**

Completed secondary level education with a minimum Five years (5 years) relevant experience required.

Recognized training and/or certification in Human Resources management, Procurement, Business Administration, Commerce, or any other related fields is an asset.

OR;

First level university degree in Human Resources management, Procurement, Business Administration, Commerce, Finance, Social Sciences, or any other related fields with two years (2 years) relevant experience is desirable and preferably with specialized certification in Human Resources management and procurement.

### **Knowledge and Experience:**

- Minimum 5 years of relevant experience at the national or international level in providing HR advisory services and operational systems;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and experience in handling of web-based management systems;
- Experience in working with the UNFPA and good understanding of UNFPA business model; Experience in usage of Atlas HRM and e-recruit system.
- Strong analytical skills, and sound judgment are required;
- Strong cultural awareness and capacity to work with people with diverse background;
- Strictly adheres to confidentiality.

### **Work Relations**

The Human Resources and Procurement Assistant maintains collaborative relationships with all programme and operations staff at the CO. Internal contacts include the Programme & Operations staff and CO's Management team whereas external clients include Implementing partners and other CO's & UN agencies.

### **Languages:**

Fluency in English with good verbal and written skills.



## Required Competencies

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Advocacy/ Advancing a policy-oriented agenda</li><li>• Managing the organisations resources</li><li>• Delivering results-oriented programmes</li><li>• Internal and external communication and advocacy for results mobilization</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

## Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary Annual leave, health insurance and other benefits as applicable.

## UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

**Note:** UNFPA reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNFPA at the same grade level and with similar job description, experience and educational requirements.

Applications that do not meet the above requirements will be disregarded. Only shortlisted candidates will be contacted.

## Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>



**Signatures/Certification:**

**Immediate Supervisor's Name & Signature**

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**International operations Manager ai**

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**Assistant Representative**

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**UNFPA Representative**

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