I. Position Information

**Job Code Title:** Human Resources/Procurement Associate  
**Organization:** United Nations Office on Drugs and Crime  
**Duty Station:** Pretoria, South Africa  
**Type of Contract:** Fixed Term National  
**Level:** GS6  
**Duration:** 12 months (renewable depending on funding availability and incumbent’s performance)

II. Organizational Setting

UNODC is a lead UN agency in addressing illicit drugs, transnational organized crime, terrorism and corruption. The UNODC Portfolio in Southern Africa includes national, regional and global projects. The joint “UNODC–SADC Regional Programme to Make the SADC Region Safer from Crime and Drugs” (RP) provides an overall framework for the cooperation with SADC Member States.

The United Nations Office on Drugs and Crime (UNODC) Regional Office for Southern Africa covers 11 countries in the region, namely: Angola, Botswana, the Democratic Republic of the Congo, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe.

III. Reporting Lines

Under the direct oversight of the Regional Representative and as part of UNODC Regional Office for Southern Africa (ROSAF) Programme Management Unit the HR/Admin Assistant ensures execution of transparent and efficient HR and administrative services (procurement) in the Regional Office. S/he promotes a collaborative, client-focused and results-oriented approach and supports to the maintenance of high staff morale.

The HR/Admin Assistant will support the overall corporate strategy in close cooperation with projects’ staff in the Regional Office, National Project Offices and UNODC HQ staff for resolving complex HR- and procurement issues and for information exchange.

S/he will analyze and implement rules and guidelines regarding time and attendance, leave management, travel and entitlements and provides solutions to a wide spectrum of related complex issues. S/he will support HR work carried out by UNODC in line with relevant MoU between UNDP and UNODC and ensure close coordination with UNDP HR. S/he will perform other administrative functions, as required. S/he will perform office procurement support functions.

IV. Functions / Key Results Expected

1. 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, UNODC/UNDP policies, procedures and strategies; effective implementation of the internal control framework.
- Regional Office HR business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in HR management.
- Provision of information to the management and staff on strategies, rules and regulations

2. **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, provide logistics support to the interview panels and summarize decisions to ensure prompt and efficient follow up.
- Creation/update/administration of positions in UMOJA, FOSI, and performing relevant roles, as required. 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 UMOJA.
- Maintenance of the Regional Office staffing table and staffing files.
- Provision of information on benefits/entitlements to the International Staff and Experts.
- Management of leave record and time attendance, e.g., through using relevant business operations systems, such as UMOJA.
- Works in close cooperation with UNDP to support HR functions, which are implemented by UNDP for locally recruited staff.

3. **Ensures proper staff performance management and career development focusing on achievement of the following results:**

- Participation in preparation of Office Learning plan and individual learning plans.
- Maintaining records of mandatory and other training in relevant personnel files.
- Acts as a focal point for completion of different reports related to HR functions. Support 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.

4. **Organizes procurement processes for CO, NEX/DEX projects and at the request of other Agencies focusing on the achievement of the following results:**

- Preparation of procurement plans for the Regional office and projects and their implementation monitoring.
- Organization of all procurement processes including preparation and conduct of RFQ’s, ITB’s RFP’s, LVA’s, Shopping Carts, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UN/UNODC an UNDP rules and regulations.
- Preparation of purchase orders and contracts in and outside Umoja, preparation of recurring purchase orders for contracting of services and vendor’s creation in Umoja.
- Preparation of submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP).
- Implementation of the internal control system which ensures that purchase orders are duly prepared and dispatched. Timely corrective actions on PO’ s with budget check, errors and other problems.
- Prepare and present reports on procurement.
- Implementation of joint procurement processes for the UN Agencies in line with the UN reform.
• Development and update of the roasters of suppliers, implementation of supplier selection and evaluation.

5. Provides **support to proper supply and assets management**, focusing on achievement of the following result:

• Coordination of assets management in the Office, timely preparation and submission of periodic inventory reports, support to physical verification of inventory items.
• Coordination of the provision of reliable and quality office supplies

6. **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.

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**V. Impact of Results**

The key results have an impact on the overall execution of the Regional Office HR services and success in implementation of HR strategies and policies. Accurate analysis and presentation of financial information ensures proper HR services in the Regional Office.

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**VI. Competencies and Critical Success Factors**

**Functional Competencies:**

**Building Strategic Partnerships**

**Level 1.1: Maintaining information and databases**

• Analyzes general information and selects materials in support of partnership building initiatives

**Promoting Organizational Learning and Knowledge Sharing**

**Level 1.1: Basic research and analysis**

• Researches best practices and poses new, more effective ways of doing things
• Documents innovative strategies and new approaches

**Job Knowledge/Technical Expertise**

**Level 1.1: Fundamental knowledge of processes, methods and procedures**

• Understands the main processes and methods of work regarding to the position
• Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
• Strives to keep job knowledge up-to-date through self-directed study and other means of learning
• Demonstrates good knowledge of information technology and applies it in work assignments
Promoting Organizational Change and Development

**Level 1.1: Presentation of information on best practices in organizational change**

- Documents ‘best practices’ in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

**Level 1.1: Data gathering and implementation of management systems**

- Uses information/databases/other management systems
- Provides inputs to the development of simple system components

Client Orientation

**Level 1.1: Maintains effective client relationships**

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

Promoting Accountability and Results-Based Management

**Level 1.1: Gathering and disseminating information**

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Prepares timely inputs to reports
- Maintains databases

**Core Competencies:**

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Informed and transparent decision making

HR & Procurement Certification programme
### VI. Recruitment Qualifications

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<tr>
<th>Education:</th>
<th>Secondary Education with specialized training in procurement, HR and administration. University Degree in HR, Business or Public Administration would be desirable, but it is not a requirement.</th>
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<tr>
<td>Experience:</td>
<td>6 years of progressively responsible HR and/or administrative (procurement) experience is required at the national or regional levels. Experience in the usage of computers and office software packages (MS Word, Excel, etc). Knowledge of UMOJA and the UN procedures is an asset.</td>
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<td>Language Requirements:</td>
<td>Fluency in the UN and national language of the duty station.</td>
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### VII. Application Requirements

A completed application must include: Cover letter, CV and Personal History profile (UNDP P11 Form). Incomplete applications will not be reviewed. In your Personal History profile, be sure to include past work experiences, programme/project and computer skills and include three contactable references.

**Assessment:** Evaluation of applications may include a written assessment which may be followed by a competency-based interview.

Short-listed applicants may be required to undergo relevant skills tests, and reference checks will be done.

Qualified and interested candidates may send their Cover Letter, Curriculum Vitae and completed P11 Form applications with the Subject line “Human Resources/Procurement Associate”

**Send to:** patricia.rametse@un.org and cc: UNODC-zahr@un.org

*Incomplete applications will not be considered*

These TOR’s will also be available on UNODC website: [https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html](https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html)

**Correspondence will be limited to shortlisted candidates only**

*UNODC reserves the right not to make an appointment.*

**CLOSING DATE FOR APPLICATIONS:** 23h59 on 30 March 2018