



PER 262/5(1)

21 May 2010

To: All Staff of UNDP and Related Offices
All UN Agencies in Bangkok

From: David Allen
Chief of Operations

Subject: **Vacancy Announcement**

Please find attached a Vacancy Announcement for the following post:

HR Assistant, Regional Centre in Bangkok

Interested candidates should visit <http://www.undp.or.th/aboutus/jobs.html> and submit applications online with detailed resume and UN Personal History Form (P11) by **7 June 2010**. Qualified men and women are equally encouraged to apply.

**UNDP Regional Centre in Bangkok
Terms of Reference**

Title: **HR Assistant**
Type of Contract: Service Contract
Duration: 6 months
Duty Station: Bangkok, Thailand

Background:

Under the overall direction of the Chief of Operations and the immediate guidance of the Human Resources Associate, the Human Resources Assistant provides HR services ensuring high quality, accuracy and consistency of work. The HR Assistant promotes a client-oriented and consistent with rules and regulations approach in the Unit.

The HR Assistant works in close collaboration with the operations, programme and projects' staff in the Regional Centre Bangkok, country office, other UN agencies and UNDP HQs staff to exchange information and ensure consistent service delivery.

Duties and Responsibilities:

1. Ensures **implementation of HR strategies** focusing on achievement of the following results:
 - ❑ Ensure full compliance of HR processes and records with UN/UNDP rules, regulations, policies and strategies.
 - ❑ Provide input to the RCB business processes mapping and elaboration of the content of internal Standard of Operating Procedures (SOPs) in HR management in consultation with the direct supervisor and office management.

2. **Implement HR services** focusing on achievement of the following results:
 - ❑ Provides advice on the appropriate use of different contract modalities, their benefits and entitlements.
 - ❑ Processes applications for vacancies, including preparing and maintaining case files for candidates, ensuring and monitoring the transfer of files of candidates between offices, and arranging for examination and interviews.
 - ❑ Assists in the evaluation and screening of applications of candidates.
 - ❑ Performs functions of Secretary in interview panels.
 - ❑ Assists in the filling of posts, including initiating and following – up on reference checks and academic qualifications, preparing relevant documentation required for recruitment related meetings, calculating salaries and related benefits, and preparing and dispatching offers of appointment.
 - ❑ Prepares contracts (Fixed-term, TAs, and SCs) and processes necessary documents of benefits for new hire.
 - ❑ Maintains vacancy announcement files and track status of vacancy announcement.
 - ❑ Maintains proper filing system for HR records and documents.
 - ❑ Provides information for cost-recovery for HR services provided by UNDP to other units or agencies.

3. Supports **knowledge building and knowledge sharing** in the RCB focusing on achievement of the following results:
 - ❑ Participates in the trainings for the operations/projects staff on HR.
 - ❑ Contributes to knowledge networks and communities of practice.

4. Provide **general HR related support** focusing on achievement of following results:

- ❑ Provides general HR support services; draft and/or process a variety of correspondence and other communications.
- ❑ Undertakes research on a range of HR related issues and assists in the preparation of notes/reports.
- ❑ Assists in the preparation of necessary documentation for distribution to various offices, departments and overseas offices.
- ❑ Provides guidance/training to less experienced staff.

Qualifications

- ❑ Thai National with Secondary Education, preferably with specialized certification in Human Resources Management or related field. University degree is preferred but not a requirement.
- ❑ Minimum 5 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.
- ❑ Fluency in written and spoken English and Thai: Ability to draft clearly and concisely and communicate articulately.

Interested candidates should visit <http://www.undp.or.th/aboutus/jobs.html> and submit applications online with detailed resume and UN Personal History Form (P11) by **7 June 2010**. Qualify men and women are equally encouraged to apply.

Only short listed candidates will be notified.