

**Terms of Reference**  
**Title: Human Resources Associate**  
**GS-6, Temporary Appointment**

**Duty Station: Jakarta, Indonesia**

**Level: GS-6**

**Duration: 364 days**

**Supervision: Human Resources Manager**

**Background**

UNICEF Indonesia Country Office consists of six programme clusters (Nutrition, Health, WASH, Education, Child Protection, Social Policy) as well as other clusters (Programme Monitoring and Evaluation, Communications, Private Fundraising & Partnerships, Field Coordination and Operations). Over the past three years, the workforce in Indonesia to respond to programme needs has been growing steadily. The pandemic and UNICEF's support to the government of Indonesia's vaccination campaign has also generated a recent surge in the size of the workforce with a large number of consultants, staff and UNVs being deployed throughout the country.

Not only has this created a surge in recruitment activity, but the expanded number of personnel also has an impact on long-term workload for the HR team which will need to provide support to all personnel covering the full range of HR activities.

In order to meet these growing demands UNICEF is establishing this temporary position within the existing HR team.

**Purpose for the job:** Under the supervision and guidance of the Human Resources Manager and day-to-day guidance of the Human Resources Officer, the Human Resources Associate will provide administrative, procedural and operational support and assistance to the efficient implementation of a broad range of Human Resources functions for all categories of personnel, ensuring accurate and timely delivery that is in compliance with UNICEF HR rules and regulations. The ideal candidate will have the capacity to carry out tasks with strong independence.

**Work Assignments may include the following areas:**

**1. Support to business partnering**

- Support the business partners in developing initiatives to encourage employee well-being and employee recognition schemes
- Support the business partners in using HR systems such as talent management, agora and achieve.

**2. Support in processing of onboarding, maintenance and offboarding process**

- In consultation with supervisor, analyze, research, verify, and compile data and information on cases that do not conform to UN or UNICEF's HR Rules & Regulations, to support consistent and equitable application of decisions and implementation of agreed upon action.

- In consultation with supervisor, analyze, research and verify information for the purpose of responding to staff queries on areas related to onboarding, maintenance and offboarding.
- Initiates the processing of a wide range of personnel actions by GSSC, in accordance with UNICEF rules and regulations, by ensuring all relevant forms and actions are completed by staff and forwarded to the GSSC.
- Maintains and prepares all personnel-related records and files, ensuring all information on each staff member is up-to-date and accurate.

### **3. Support in recruitment and placement**

- Prepares and circulates internal and external advertisements.
- Liaises with candidates in the various stages of the recruitment process.
- Prepares formal acknowledgement and regret letters.
- Initiates and follows up on reference checks and academic verifications, and ensuring the completion of other background checks.
- Monitors life-cycle of recruitment process to update supervisor as necessary.
- Analyzes workforce data to identify trends and support workforce planning initiatives of the team.

### **4. Support in learning & capacity development**

- In consultation with supervisor, researches and analyses data and information to help identify training needs for the development of learning plans and other targeted training interventions.
- Assists team in organizing and conducting courses, workshops and events by participating in exercises which aim to build capacity of stakeholders.
- Develops and processes contracts for institutions providing training and courses, ensuring compliance with UNICEF rules and regulations.
- Assists team in organizing and conducting courses, workshops and events, providing logistical and secretarial support at workshops and events as necessary.
- Tracks the performance management cycle processes, ensuring the timely distribution and enhancing the timely completion and return of appraisals.

### **Qualification & Competencies:**

- Completion of secondary education preferably supplemented by technical or university courses related to the work of the organization.
- A minimum of 6 years of progressively responsible administrative or clerical work experience required, ideally in the area of human resources.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of colleagues.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Fluency in English and Bahasa Indonesia is required.

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