

## **Terms of Reference Consultant – Interview Report Writing UNDP BRH**

### **Initial duration of assignment:**

### **Background:**

Recruitment of staff is the single most important human resource management activity. Each recruitment process and decision represents a major investment of organizational resources, constitutes a long term liability and is a direct reflection on the organization's reputation. Each appointment affects the performance of offices and defines UNDP's credibility with stakeholders.

Competency based interviewing is one of the ways UNDP assesses candidates to fill vacancies across UNDP. This procedure is designed to ensure a competitive selection process for rotational vacancies by establishing uniform selection procedures across the organization.

All recruitment and selection processes in UNDP are defined by five principles – competition, fairness, professional rigor and objectivity, transparency and accountability.

The Interview Report Writing consultant will be expected to support the Bangkok Regional Hub HR team carry out the following tasks:

- )] Take objective and clear notes for up to 4 candidates in the interview per day identifying strengths and weakness of candidates as measured against articulated competences. More than 4 candidates would be considered as additional interview.
- )] In consultation with the HR representative on the interview panel, drafts the interview report in a concise and fluent manner;
- )] Prepares the interview report on a standard template within 24 hours from conclusion of the interview, and then circulates to panel members for comments and endorsement;
- )] Coordinate edits/changes to the interview report accordingly;

- ) Report writer must disclose any perceived or actual conflict of interest on any panel they are assisting with. Confidentiality of information, data and reports is a pre-requisite.

#### **Outputs:**

- ) Interview report in a standard template prepared and transmitted to respective interview panels within 24 hours from conclusion of the interview.

#### **Information on Working Arrangements**

- ) The consultant will work from home and/or offices in the Bangkok Regional Hub;
- ) The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- ) The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- ) Payments will be made upon submission of a finalized interview report, and acceptance and confirmation by the HR Analyst on outputs delivered.

#### **Competencies:**

- ) Plans, prioritizes, coordinates and delivers tasks on time;
- ) Remains impartial and fully confidential at all times;
- ) Displays cultural and gender sensitivity;
- ) Remains calm, in control and good humored even under pressure;
- ) Demonstrates openness to change and adaptability;
- ) Responds positively to feedback.

#### **Education:**

- ) **Bachelor's degree in communications, business administration or related fields**

#### **Qualifications:**

- ) Fluency in written and spoken English;
- ) Excellent writing skills;
- ) Familiarity with UN competency based interviewing;
- ) Understanding of the UN context a distinct advantage;
- ) Full working knowledge of Microsoft word.