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Resilient nations.*

## TERMS OF REFERENCE

Job title:	HR Assistant –
Contract type:	Individual Contract (IC)
Duty Stations:	Barbados – <b>Must be a National of Barbados and Residing in Barbados</b>
Contract Period:	24 <sup>th</sup> August 2020 – 26 <sup>th</sup> February 2020
Contract Days:	6 months
Contracting Authority:	United Nations Development Programme
Start Date:	24 <sup>th</sup> August 2020

### 1. PROJECT BACKGROUND

The Multi-Country Office of the United Nations Development Programme (UNDP) for Barbados and the Eastern Caribbean States formulated its Sub-Regional Programme Document (SPD) for the period 2017-2021, with extensive in-country consultations, which was approved by the Executive Board on September 2016. The SPD outcomes directly reference the UN Multi-Country Sustainable Development Framework (MSDF) outcomes, which outlines the strategic approach for all UN agencies (resident and non-resident) working in the Caribbean, which are both also aligned to the globally-agreed Sustainable Development Goals (SDGs).

UNDP, in collaboration with Government and other development partners, plays a key role in implementing the SPD, providing overall policy direction and in coordinating and monitoring progress towards expected results. In order to facilitate effective coordination, implementation, monitoring of SPD and linked programming and UN System joint programming, the Programme Assistant will support the Programme Unit, and will work in close collaboration with the operations, finance, and programme staff in the MCO and the 10 programme countries supported by UNDP Barbados as well as UNDP HQs to resolve complex finance-related issues and support the implementation.

### 2. DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Operations Manager and direct supervision of the Human Resource Associate, the Human Resources Assistant provides support to Human Resource services in the UNDP Barbados and Eastern Caribbean Multi-Country Office ensuring high quality of work, accurate, timely and properly recorded/documented service delivery. The HR Assistant works in a client-oriented environment consistent with rules and regulations in the Unit.

The HR Assistant will also work in close collaboration with Operations, Programme and Project teams in the MCO to ensure consistent, confidential and timely service delivery.

### Summary of key functions:

- Support to implementation of HR strategies
  - Support to implementation of HR services
  - Support to UN-related surveys
  - Support to knowledge building and knowledge sharing
1. Provides support to the **implementation of HR strategies** focusing on achievement of the following results:
    - Full compliance of HR processes and records with UN/UNDP rules, regulations, policies and strategies.
    - Provision of inputs to preparation of administrative team results-oriented workplans.
  2. Provides support and assistance for **HR services** focusing on achievement of the following results:

### Recruitment and Selection:

- Incorporate approved Terms of References into standard UNDP Job Description template and compile relevant documentation required for Post Creation and Classification of relevant posts noted above
- Prepare and monitor vacancy notices/advertisements, as required, and follow up with relevant local/regional newspapers to ensure publication of notices.
- Upload vacancies in UNDP E-recruit system; prepare reports where applicable.
- Prepare matrices of all applications received outlining qualifications, experience, skills and relevance to the advertised posts to facilitate the Interview and Compliance Review process where applicable
- Notify candidates of selection of interviews, prepare documentation for interviews, take minutes in interview sessions and prepare interview report
- Provide inputs to the CO rosters
- Compile information for the Compliance Review Panel (where applicable).
- Assist with recruitment of United Nations Volunteers and Internships
- Provide related administrative and follow up support throughout the recruitment process
- Make post-recruitment administrative arrangements with regards to Service Contractors for the projects (orientation, placement and any other logistics).

### Clerical:

- Prepare, edit, proofread and finalize a variety of routine correspondences and documents of in consultation with the HR Associate. Maintain proper filing system for HR records and documents
- Ensure that receipts of NIS payments are duly filed in the SC personal files; follow up on missing documentation with the relevant personnel
- Maintain office-wide leave/attendance plan in the Excel format for leave tracking and reconciling where applicable.
- Assume the role of Leave Monitor for Barbados-based personnel in the Atlas; extract

periodic attendance reports from the system, including monthly and annual statements

- Assist the HR Associate in the setup/maintenance of Service Contractors files/records (electronic and paper), prepare contracts
- Search for, retrieve, compile, assemble and archive a variety of human resources statistical data both for internal and external use
- Assist in preparing Employment Certification letters for personnel
- Assist in preparing documentation for visas for submission to the Ministry of Foreign Affairs
- Facilitate separation of personnel from the organization, including but not limited to preparation early clearance action (ECA) forms
- Follow up with Newspapers and finance unit on processing invoices for Vacancy Notices published.
- Provide information for preparation of cost-recovery bills in Atlas for the HR services provided by UNDP to other Agencies.
- Perform all other tasks as assigned.

### 3. REQUIRED SKILLS AND EXPERIENCE

#### Education

- Minimum requirement – Associate Degree in Management, Human Resource Management or related field.

#### Experience

- Minimum requirement - At least two (2) years of relevant experience in Human Resource administrative support services.
- Experience in HR recruitment and selection processes.
- Experience in the usage of computers and Microsoft suite (Word, Excel, powerpoint etc) is an asset

#### Skills

- Attention to detail and high level of accuracy
- Analytical and problem-solving skills
- Excellent oral and written communication skills in English;
- Self-motivated with strong inter-personal skills and the ability to work well independently or as part of a team;
- Demonstrated ability to exercise good judgement;
- Service-minded, punctual, proactive, and reliable; and
- Ability to organize work efficiently.

#### 4. EXPECTED OUTPUTS AND DELIVERABLES

The HR assistant will be expected to achieve the deliverables/objectives as shown below:

Deliverable	Due Date	Amount in BBD
Provide Human Resources administrative support to key functions/activities	24 <sup>th</sup> September 2020	
Provide Human Resources administrative support to key functions/activities	24 <sup>th</sup> October 2020	
Provide Human Resources administrative support to key functions/activities	24 <sup>th</sup> November 2020	
Provide Human Resources administrative support to key functions/activities	24 <sup>th</sup> December 2020	
Provide Human Resources administrative support to key functions/activities	24 <sup>th</sup> January 2021	
Provide Human Resources administrative support to key functions/activities	26 <sup>th</sup> February 2021	

#### 5. DURATION, LOCATION, AND SUPERVISION

##### Duration and Location

The Human Resource Assistant will be contracted six (6) months during the period August 2020 – February 2021 and will be located within Human Resource Department for the period of the consultancy. UNDP will provide the Consultant with computer for the duration of this engagement.

##### Supervision

The Human Resource Assistant will report directly to the Human Resource Associate and/or the Operations Coordinator.

#### 6. TECHNICAL SCORING CRITERIA

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>	<b>70</b>	<b>70</b>
<ul style="list-style-type: none"> <li>Education                     <ul style="list-style-type: none"> <li>Associate Degree in Management, Human Resource Management or related field – 20pts</li> <li>University Degree in Management, Human Resource Management or related field – 30pts</li> </ul> </li> </ul>	30	30
<ul style="list-style-type: none"> <li>Experience                     <ul style="list-style-type: none"> <li>Two (2) – Four (4) years of relevant experience in</li> </ul> </li> </ul>	30	30

## United Nations Development Programme

Human Resource administrative support services – 20pts Five (5) years or more year of relevant experience in Human Resource administrative support services – 30pts		
<ul style="list-style-type: none"> <li>Experience HR recruitment and selection processes – 10pts</li> </ul>	10	10
<i><u>Financial</u></i>	<b>30</b>	<b>30</b>