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| Job Description | Human Resources Analyst |
| Post Title | Human Resources Analyst |
| Type of Contract | Local Individual Consultant |
| Duration | 12 months (initial), renewable |
| Duty Station | Brasília - DF |

Organizational context

The new UNFPA country programme for Brazil was approved by the Executive Board for a five-year period of 2017-2021 and covers 4 strategic areas: Sexual and Reproductive Health; Adolescents & Youth; Population Dynamics which includes South-South Cooperation in support of the ICPD agenda. The CPD is based on a total resource plan of USD 37.5m of which USD 4,5m regular resources and USD 33m to be mobilized.

At the same time, the UN in Brazil signed a new Development Assistance Framework (UNDAF) covering the same 5-year period as the UNFPA CPD (2017-2021). UNFPA Brazil was nominated to coordinate the 1 of the 5 strategic areas, the People pillar. In addition, UNFPA is chairing the Government/Interagency working group on Youth and the Government/Interagency working group of HIV/AIDS. Furthermore, UNFPA is co-chairing the Brazilian Chapter of the Global Health Partnership - H6.

Since 2015 Brazil is undergoing a period of political and economic instability, which has significantly impacted UNFPA's ability to mobilize resources from the Government to implement the Country Programme. In this context of declining core resources, UNFPA is obliged to move more decidedly than ever into the global multilateral arena of non-core resource mobilization. Beyond the corporate shift, this requires UNFPA at country office level to embrace a mode of engagement and a way of doing business internally, which departs from the traditional UNFPA operation. As such, various new internal processes as well as profiles need to be adapted, at programmatic, operational and communications levels. New frameworks as well as a new business culture need to be adopted. This poses several internal challenges the CO team must overcome in conjunction with the external political, social and economic circumstances in Brazil.

Escritório do UNFPA no Brasil

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Summary of main functions

Under the guidance and supervision of the Head of Office and direct supervision/guidance from the Operations Manager, direct supervisor, as a member of the CO management services team, the HR Analyst provides functional leadership in human resource/administrative systems of the Country Office. He/she will provide appropriate, timely and professional human resources management service to the Country Office.

He/she analyzes, interprets and applies HR policies, rules and regulations, establishes internal procedures and provides solutions to a wide spectrum of complex HR issues. The HR Analyst promotes a collaborative, client-oriented approach and contributes to the maintenance of high staff morale and occupational health.

He/she ensures facilitation of knowledge building and knowledge sharing in the Country Office. He/she ensures full compliance of HR recording and reporting systems with UNFPA policies, procedures and strategies.

Duties and Responsibilities:

Implementation of HR strategies and policies:

Support in implementation of HR strategies and policies focusing on achievement of the following results:

- Full compliance of HR activities with UN rules and regulations, UNFPA policies, procedures and strategies; effective implementation of the internal control, proper design and functioning of the HR management system.
- Continuous research of the matters related to conditions of service, salaries, allowances and other policy matters. Elaboration and introduction of measurement indicators, monitoring and reporting on achievement of results.
- Implementation of the strategic approach to recruitment in the Country Office, proper use of contractual modalities, forecast of the staffing needs, performance evaluation and staff career development management.

Effective HR management

Effective assistance on human resources management focusing on achievement of the following results:

- Management of recruitment processes including job descriptions, job classification, vacancy announcement, screening of candidates, organizing interview panels, making recommendations on recruitment, elaborating and distributing the recruitment panels reports.
- Management of contracts in and outside Atlas. Monitoring and tracking of all transactions related to positions, recruitment, HR data, benefits, earnings/deductions, retroactivity, recoveries, adjustments and separations through Atlas.
- Development and management of rosters.
- Maintain effective HR networking with other UN agencies, NGOs, government institution, universities or other parties to expand the pool of applicant for any recruitment and selection process, HR innovation practices and continuous learning.



Staff performance management and career development

Assist in staff performance management and career development focusing on achievement of the following results:

- Elaboration and implementation of the protocol for performance appraisal process, facilitation of the process, elaboration of performance evaluation indicators in consultation with the Senior Management Team.
- Support to effective learning management including establishment of the Office Learning Plan and individual learning plans in collaboration with the Senior Management Team.
- Provision of effective counseling to staff on career advancement, development needs, learning possibilities.
- Implementation of strategic staffing policies in line with career development.

Facilitation of knowledge building and knowledge sharing

Facilitating of knowledge building and knowledge sharing in the Country Office focusing on achievement of the following results:

- Organization of trainings for Operations/Programme staff on HR and programme issues.
- Synthesis of lessons learnt and best practices in the Country Office.
- Establishment of an open space to exchange experiences aiming sound contributions to knowledge networks and communities of practice.

Development and implementation of well-being and duty of care policies

Support in ensuring a healthy and professional work environment focusing on achievement of the following results:

- Design and implementation of a local HR methodology for identifying and preventing conflict and stress in the workplace.
- Implementation of collaborative management methods aimed at improving working conditions and increasing labor productivity.
- Map the main challenges of working in UNFPA Brazil, especially in emergency settings, in the perspective of occupational health and safety at work environment in light of work psychodynamics concepts and under UNFPA HR policies and procedures



Work relations

Internal contacts include the Operations Manager, the country office programme team and the Senior Management Team.

Job requirements

Experience

- First level university degree in Business Administration, Economics, International Relations or related areas.
- Master's Degree or equivalent, preferably in Human Resources, Psychology, Business, Social Sciences or related field.
- 6 years of relevant experience at the national or international level in providing HR advisory services and/or managing staff and operational systems.
- Previous experience working in UN Agencies and knowledge of UN personal policies and procedures.
- Knowledge Atlas or other ERP Systems is an asset.
- Good writing, communication and interpersonal skills.
- Ability to organize and meet deadlines.
- Ability to work in teams and openness to respond positively to different points of view and criticisms regarding their individual performance, as well as make the necessary adjustments.

Languages

- Excellent oral and written communication skills in English/Spanish and Portuguese.

Functional skill set

- Managing data and technical programme information
- Managing documents, correspondence and reports
- Managing information and work-flow
- Planning, organizing and Multi-tasking
- Providing logistical and financial support
- Job knowledge/technical expertise

Corporate Skills

- **Integrity, Ethics and Values**
 - Act in accordance with UNFPA and UN values, administrative rules, code of conduct and ethical principles.
 - Exercise critical judgment when handling operational data focusing on the better fulfillment of UNFPA's mandate and securing information confidentiality.
 - Conflict Management / Negotiating and Resolving Disagreements.
 - Building support and political acumen.
 - Creativity and innovation.
 - Team work.
 - Effective Communication.
 - Managing conflict.
 - Knowledge Sagring.
 - Fair and transparent decision making.

- **Client/Partner Orientation**
 - Contribute to the achievement of positive results for clients and partners by anticipating needs and concerns, and responding to them efficiently.

- **Sensitivity to cultural diversity**
 - Demonstrate inclusive behavior with colleagues and stakeholders by successfully developing cross-cultural relationships.
 - Be adaptable and sensitive to political, religious and cultural differences.
 - Actively promote equity and gender diversity in all activities.

- **Innovation**
 - Demonstrate curiosity and creativity when solving administrative problems.
 - Communicating Information and Ideas
 - Self-management and Emotional Intelligence
 - Be tolerant with different points of view and understand the role of operations as an evolving area of UN reform which contributes to a more effective and efficient implementation.

- **Accountability**
 - Be accountable for handling confidential information in support of UNFPA's work in Brazil.
 - Ensure information is correctly collected, recorded and used to minimize errors and strengthen implementation.
 - Appropriate and Transparent Decision Making

Basic Skills

- **Achieve results**
 - Seek ways to optimize the use of resources and ensure the correct execution of policies.
 - Promote actions to ensure that daily activities are executed on time.

- **Focus on problem solving**
 - Actively support operational services and promote exchange of information with programme units.
 - Support the implementation of appropriate solutions in support to UNFPA operations, focusing on practices that have the potential to enhance existing systems and that can lead to the identification of corrective measures to solve problems.

- **Working in a Team and Managing Relationships**
 - Promote team harmony by collaborating with colleagues and paying due consideration to ideas from other members.
 - Stay calm and focused even under pressure.
 - Take advantage of team diversity to achieve better and more innovative results.
 - Demonstrate resilience when dealing with complex and urgent tasks.
 - Ability to work independently and as part of a team.

- **Communication for impact**
 - Effective Communication
 - Encourage and actively engage in open, objective discussions demonstrating the ability to see problems and situations from the perspective of team members.
 - Express ideas clearly and encourage open dialogue in order to develop better solutions without undermining peer relationships.
 - Excellent writing and communication skills.
 - Good research skills and ability to synthesize information.



How to apply

Complete the P11 form available at https://brazil.unfpa.org/sites/default/files/vacancies/p11_port_final_3.doc

Procedure: On the vacancy announcement page, click "Apply Now". After completing the necessary data, click on "Submit Application". In "Attach Resume", click "Browse" to include your already filled in P11. In "Upload Resume", submit your P11.

Important notes

Only applications made using the P11 form and submitted within the deadline will be considered.

UNFPA is committed to human diversity in terms of gender, nationality and culture. People from minority groups, indigenous people and people with disabilities are encouraged to participate in the selection process. All applications will be analyzed with complete confidentiality.

Due to the high volume of applications, individual receipt confirmation is not be possible. Only a limited number of pre-selected candidates will be contacted.

Candidates must be of Brazilian nationality or have legal authorization to work in the country.

UNFPA does not charge any type of fee to participate in this process. UNFPA does not solicit or search for individual information about HIV or AIDS and does not discriminate against HIV-positive people. UNFPA offers equal opportunities to all applicants and encourages Afro Descendants and women to apply.