

Título: **Asociado de Recursos Humanos**  
Grado: G-6  
Tipo de contrato: Temporal  
Lugar de trabajo: Ciudad de Mexico

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### CONTEXTO OPERACIONAL

La violencia y la persecución causada por la delincuencia organizada como las “maras” del norte de Centroamérica continua siendo una causa de desplazamiento forzado para miles de personas que no encuentran alternativas de protección en su país y llegan a México. Adicionalmente, la inestabilidad política de Venezuela ha provocado que cada vez más personas lleguen a México en búsqueda de asilo.

En este contexto, para garantizar la eficiente respuesta humanitaria y la coordinación en la recepción, determinación del estatuto e integración de las personas con necesidades de protección internacional, el ACNUR apoya al Gobierno Mexicano en la implementación del Capítulo México del Marco Integral Regional para la Protección y Soluciones (MIRPS), la aplicación regional del “MIRPS”. El ACNUR en México está trabajando junto a la Comisión Mexicana de Ayuda a Refugiados, órganos del poder judicial, instituciones públicas y organizaciones de la sociedad civil en el desarrollo de una política integral de asilo. Esto incluye (de manera enunciativa más no limitativa): 1) el cálculo de las necesidades presupuestarias de los municipios, estados y federación para el desarrollo e implementación de una política integral de asilo; 2) establecer un mecanismo de funcionamiento entre los diversos niveles y órdenes de gobierno; 3) diagnosticar y articular la inserción de solicitantes de asilo y refugiados reconocidos en los programas y servicios nacionales ya existentes.

En México, el ACNUR cuenta con un red de cinco oficinas localizadas en Tapachula, Chiapas; Tenosique, Tabasco; Acayucan, Veracruz; Saltillo, Coahuila, y la Representación en la Ciudad de México.

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**COMO POSTULAR:** Enviar solicitud al correo [mexmevac@unhcr.org](mailto:mexmevac@unhcr.org) con el asunto: **APellido/Asociado de RH/CDMX**; junto con el formato Historia Personal (P.11) que puede encontrar en: ([www.unhcr.org/recruit/p11.zip](http://www.unhcr.org/recruit/p11.zip)), su CV y una carta de una página indicando los motivos de su postulación.

**ACNUR no está en posición de brindar apoyo en relación a permisos de trabajo en México. Las postulaciones de candidatos expatriados son bienvenidas, siempre y cuando cuenten con los debidos permisos de residencia y trabajo.**

**Fecha límite para postular: 20 de agosto de 2018.** Se espera que la persona seleccionada esté disponible en Septiembre de 2018.

**NOTA:** Solo se contactará a las personas que hayan sido considerados relevantes para el proceso de selección. Se aplicará un examen.



# UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification <sup>(1)</sup>: April 2017

(STANDARD)

## PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Human Resources Associate**

Position Grade: **G-6**

Position Location :

Functional Group<sup>(1)</sup> : 5.2.b

Supervisor Position No., Title & Grade: PN 10005677, Assist Admin/Prog Offr

CCOG Code <sup>(1)</sup> : 2.1.06

Job Code <sup>(1)</sup> : 000297

(1) To be completed by PCU

## PART 2B – POSITION REQUIREMENTS

**2.1 ORGANIZATIONAL CONTEXT.** Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

Human Resources Associate will function under direct supervision of the Administrative or Human Resources Officer, assisting him/her in personnel administration and other HR related matters of staff under area of responsibility (AOR), including the process of staffing and budget reviews, recruitment and appointment of staff, and in the performance management and staff welfare issues. He/she will assist in coaching and training of junior support staff. Incumbent will have close working relationship with the staff-related services in UNHCR, such as the Personnel Administration & Payroll Section (PAPS), Performance Management Unit (PMU), Career Management Section (CMS), Staff Health & Welfare Service (SHWS) and Global Learning Centre (GLC).

**2.2 FUNCTIONAL STATEMENT.** Describe the accountabilities, responsibilities and authorities associated with the position.

**Accountability** (key results that will be achieved)

- UNHCR adheres to the principles of the People Strategy in recruiting, placing, supporting and developing our people.
- The workforce in the AOR is well-informed of and understands the organisation's human resources policies and practices.
- UNHCR provides a healthy, safe and respectful working environment for its workforce in the AOR.

**Responsibility** (process and functions undertaken to achieve results)

- Prepare HR related documents for the annual operations programme review. Provide input in the review of the training needs of the staff, making appropriate proposals to meet identified needs.
- Advise staff members on their rights, obligations, benefits and entitlements, and assist them in interpreting UN/UNHCR staff rules and regulations.
- Participate in the recruitment of local staff including the drafting of vacancy notices and arranging for typing, driving and/or other tests on the required skills. Draft submissions for the review by the local Assignments Committee (AC).
- Administer recruitment, assignment, reassignment and separation of local staff in the AOR, in accordance with UN/UNHCR rules and procedures. Update personnel records in the office, including MSRP entries into HR module where this activity has been rolled out from PAPS to the respective office.
- Assist and coach support staff performing personnel administration and other HR related functions, including but not limited to the maintenance of the attendance, overtime and leave records.
- Assist newly-arrived international staff with administrative formalities related to their accreditations, security/ground passes, submission of completed forms and related documents to headquarters, arrangements for their onward travel to the field office, if applicable.
- Administer UNHCR medical insurance plan for locally recruited staff. Provide administrative support to staff and dependants in case of medical evacuations, as well as security evacuations/relocations. Maintain daily tracking record of staff and families to provide accurate information in case of emergency.

- Maintain liaison with the counterparts at support sections and divisions at headquarters, as well as at the respective Bureau, on matters related to the personnel administration support, medical and other issues of staff welfare and safety.
- Perform other related duties as required

**Authority** (*decisions made in executing responsibilities and to achieve results*)

- Enforce compliance with the UN/UNHCR staff rules and regulations in the AOR.
- Prepare contracts and corresponding extensions in respect of locally recruited staff in the AOR for the authorizing officer's approval. Initiate Payroll clearance for the separation of locally recruited staff.
- Clear calculations for payments related to personnel issues such as settlement of travel claims, overtime claims, hazard pay, MIP reimbursements, medical and security evacuations, shipment costs.

**2.3 REQUIRED COMPETENCIES**, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and of three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input checked="" type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input checked="" type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

**2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE**

**REQUIRED.** Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Completion of secondary education with post-secondary training/certificate in Business Administration, Office Management, Human Resources Management or related field.
- Minimum 6 years of previous relevant experience.
- Good knowledge of UNHCR administrative procedures and processes and exposure to provision of support services in an international organization.
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

**2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.** Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- Working knowledge of other UN language(s).
- Field experience with UNHCR and/or with other humanitarian organizations is an asset.

High IT affinity and working experience of PeopleSoft/MSRP HR module, as well as with MSRP Financials and Focus