



Terms of Reference
Human Resource and Administration Officer

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| Project Title | : NAPA Full Scale Project (Strengthening the Resilience of Small Scale Rural Infrastructure and Local Government Systems to Climatic Variability and Risk) |
| Position title | : Human Resource and Administration Officer |
| Type of Contract | : Service Contract (SC) |
| Level | : SB-4 |
| Duration | : 1 year, extendable |
| Duty Station | : Dili, Timor-Leste |
| Expected Start date | : June, 2013 |
| Organizational Unit | : UNDP – Environment Unit |
| Main Office | : Ministry of State Administration (MSA) |
| Entitlements/Benefits | : Please obtain from the UNDP Human Resources Unit |

Objectives:

The Human Resource and Admin Manager will be responsible for the day-to-day management of all Human Resources of the project on national and district level and will undertake administration of the day-to-day operations of the project office. The HRAA will report to the Project Coordinator

Background:

1. The Government of Timor Leste (GoTL) has recently published its Strategic Development Plan (SDP, 2011-2030), which sets out an agenda for action with a focus on promoting Social Capital, Infrastructure Development and Economic Development, underpinned by a further focal area on Institutional Development. The Strategy maps very closely to the National Adaptation Plan of Action (2010) and the NAPA objectives are embedded within the SDP, thereby becoming integral with the Government's vision for the future development of the country. One of the national development targets for 2020 is that "70% of National Adaptation Programmes of Action under the United Nations Framework Convention on Climate Change will have been implemented".
2. The GoTL's Ministry of Economic Development (MED) requested UNDP to assist in formulation and implementation of projects to implement NAPA priorities, in its capacity as Implementing Agency accredited to the Global Environment Facility (GEF) that administers the Least Developed Country Fund (LDCF). The GoTL through UNDP has prepared and successfully submitted a concept (Project Identification Form, PIF) that was approved by the GEF Secretariat in November 2011 and a Project Preparation Grant (PPG) to design a Full Scale Project that was



approved in April 2013. The FSP “Strengthening the Resilience of Small Scale Rural Infrastructure and Local Government Systems to Climatic Variability and Risk” is now ready to be implemented.

3. UNDP is supporting the Country’s Local Governance Support Programme (LGSP) which is jointly funded by Norway and Irish Aid. The programme is strengthening the quality of local government planning, budgeting and service delivery, with a specific focus on rural infrastructure provision. This initiative provides the main entry point for introducing additional LDCF climate financing, which will be used to ensure that climate risks are integrated into local development plans, and that local investments in critical rural infrastructure are climate proofed against extreme events as well as increasing climatic variability.

Scope of work / Expected Output / Timelines:

Under the overall supervision of the Project Coordinator, the Human Resources and Administration Manager’s responsibilities will be to:

- Standardize and implement the human resources system of the project compatibility with LGSP and UNDP procedures
- Prepare performance evaluation process of the project staff and consultants and support supervisory staff with delivery of performance assessments and reports.
- Coordinate the recruitment of staff and short-term consultants according to the recruitment plan and in timely and transparent manner, ensure staff performance is evaluated for contract renewal:
 - Coordinate the annual recruitment plan in consultation with the project team;
 - Facilitate each step of recruitment process, including the development of job descriptions, recruitment and interviewing, and selection processes;
 - Assist in conducting performance reviews and assist staff in fulfilling their work requirements and learning plans.
- Provide regular support to project staff in support to their adequate performance and personal wellbeing
- Deal with issues of workplace safety and security
- Support the Finance Manager with staff related expenditure and budgeting work
- Assist in the preparation of the Annual Work Plan (AWP)
- Prepare reports and documents as per specified formats, project, or programme plans and general reference documents as well as general administrative/HR or specialised tasks related to the project which may be of a confidential nature within the assigned area of responsibility



- Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans
- Provide substantive support to the Project Coordinator for overall implementation
- Set up and maintain all files/records of the project in both electronic and hard copies
- Collect HR related information data and update HR plans
- Administer Project Board meetings in coordination with the PM
- Establish document control procedures
- Compile, copy and distribute all project reports
- Provide logistical support to the Project Manager, and national/international consultants in organizing training events, workshops, and seminars
- Assist international, short-term consultants by organizing their travel schedules, arranging meetings with different stakeholders, and booking hotel accommodations
- Prepare monthly leave records for the project staff and long-term national/international consultants
- Provide support in the use of Atlas for monitoring and reporting
- Draft necessary correspondence with local and international agencies and stakeholders

Qualifications/ Requirements

- University Graduate in Human Resources, Administration, Business Management, or other relevant discipline
- At least two years of experience for Bachelor degree and four years experience in related fields and projects.
- Strong understanding of Human Resource systems —candidates familiar with UNDP HR, administrative, program, and financial procedures preferred
- Ability to use MS Office packages under the Windows XP Professional environment
- Initiative, sound judgment, and capacity to work independently
- Undergraduate degree and/or certificate in secretarial or computer training
- Knowledge of database packages and web-based management systems
- Excellent inter-personal and communication skills
- Proficient verbal and written English and local language skills
- Demonstrable skills in office computer use - word processing, spread sheets etc.



- Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders in Timor Leste

Competencies

- Demonstrates integrity and commitment to UN principles and values and ethical standards
- Strong interpersonal and communication skills
- Ability to work well as part of a multi-cultural team and displays gender, religion, race, nationality and age sensitivity and adaptability;
- Ability for team working;
- Self-management, emotional intelligence and conflict management;
- Analytical and strategic thinking/results orientation;
- Knowledge sharing.
- Experience in managing and coordinating teams
- Experience in participating and following the project cycle, creative capacity solving problems
- Computer literacy (e.g. Microsoft Word, Excel, Power Point) is a prerequisite.

Please submit your applications together with your curriculum vitae, P11, including a list of references and relevant supporting documents (including academic qualifications) to the following address:

Human Resources Unit
United Nations Development Programme
Obrigado Barracks Compound, Building 11
Caicoli Street,
Dili, Timor-Leste
Fax: +670 3313534
E-mail: hr.staff.tp@undp.org

The deadline for submitting applications is **8 May 2013**

Only short-listed candidates will be notified. **Women candidates are strongly encouraged to apply.**