The Human Resources Associate supports the UNHCR’s People Strategy and contributes to the implementation of the 2018 independent Human Resources review, which resulted in the establishment of HR strategic priorities and the reconfiguration and transformation of the Division of Human Resources (DHR) from a largely transactional model into a strategic business partner for field operations and senior management. Having the right people in the right place at the right time is at the core of enabling UNHCR to protect and respond to persons of concern. By attracting, retaining and developing a talented, diverse and agile workforce while nurturing a culture of excellence, respect and wellbeing for all, UNHCR’s Human Resources acts as a strategic partner to the organization, enabling a people-centric culture. The Human Resources Associate provides support and assistance in the areas of operational support, workforce planning, assignments and talent acquisition, organizational cultural changes, HR policy implementation and duty of care in the area of responsibility (AOR). The incumbent maintains employee confidence and protects the organization and its workforce by keeping human resources information confidential. The Human Resources Associate is usually supervised by the Associate HR Officer, HR Officer or another HR or admin staff. This position can be located in a Country Operation, Multi-Country Office, Regional Bureau or Headquarters. The Human Resources Associate may supervise General Service staff. The supervisor provides the incumbent with regular guidance. The incumbent works quite independently on regular assignments with an oversight from the supervisor, assisting him/her in personnel administration and other HR related matters. The incumbent may maintain a direct working relationship with a number of units within the Division of Human Resources (DHR).

HR Associate will be part of HR team in UNHCR KRI based in Erbil, Iraq and covering Erbil, Dohuk and Suleimaniyah. This is the most senior national HR position in Erbil with the wide range of HR responsibilities. The incumbent will be supporting HR unit in recruitment activities, both for regular staff and affiliated personnel; HR administration and support to national staff in KRI; support in administration of Medical Insurance Plan for the locally recruited staff. The incumbent will serve as a back-up for the Associate HR Officer.

In addition, the incumbent should have:
- Excellent English language skills (both verbal and drafting)
- Exposure to payroll practices
- Meticulous attention to detail
- Ability to accurately follow policies and instructions
- Excellent communication skills
- Demonstrated teamwork experience

Knowledge of UN Staff Rules and Regulations would be considered an asset. Relevant work experience in a multicultural, UN or international organization.

The incumbent will undertake the following responsibilities under the direct supervision of the Associate Human Resources Officer at UNHCR Field Office Erbil.

**Responsibility:**

**Human Resources Operational Support:**
- Implement HR operational activities to ensure timely provision of HR solutions, prioritizing according to the needs and risks. This may include.
- Administration of recruitment, assignment and separation of local staff in the AOR, in accordance with UN/UNHCR rules and procedures.
- Update of personnel records in the Office, including MSRP entries into HR module where required.
- Assisting with recruitment and other procedures related to affiliate workforce, including MSRP entries into where required.
- Contribution to workforce planning activities.
- Provision of a HR customer service-oriented culture that values proactivity, continuous improvement, innovation and high performance.
- Enforce compliance with UNHCR’s Human Resources policies and procedures and the UN staff rules, regulations and UNHCR administrative instructions.
Assignments and Talent Acquisition:
- Participate in the recruitment of local staff including the issuance of vacancy notices and arranging for required tests and interviews, and preparation of submissions for the review by the Assignments Committee (AC).
- Assist in organizing outreach campaigns to attract diverse applicants.
- Track and report on recruitment and assignments activities.

Advice to staff and contribution to an inclusive work environment.
- Build dialog and outreach with the workforce; answer questions, and provide information to staff as to where to go for help or ask questions.
- Advise staff members and affiliate workforce on their rights, obligations, benefits and entitlements.
- Be proactive in identifying issues, themes and patterns affecting the workforce’s health and welfare, including sexual harassment and abuse of authority.
- Assist in the provision of on-boarding, induction, re-integration into the workplace and off-boarding to colleagues.
- Assist in implementation of HR initiatives that support organizational culture change such as good people management practices, and promoting gender, inclusion and diversity.

Duty of Care:
- Assist in the security and medical evacuations of UNHCR personnel. Maintain daily tracking record of staff and families to provide accurate information in case of emergency.
- Administer UNHCR medical insurance plan for locally recruited staff.
- Perform other related duties as required.

REQUIRED COMPETENCIES
Core Competencies:
- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Managerial Competencies:
- Managing Resources

Cross-Functional Competencies:
- Analytical Thinking
- Planning and Organizing
- Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED
- Six (6) years relevant experience with High school diploma.
- Experience working in Human Resources. Knowledge of general HR policies, processes and systems.
- Knowledge of English and/or UN working language of the duty station if not English.

DESIRABLE QUALIFICATIONS & COMPETENCIES
- Experience in HR information technology systems and tools. Experience working with the United Nations. Experience working in a multi-cultural setting.
- Certificates and/or Licenses in Business Administration, Office Management, Human Resources Management or related field.
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures
- IT-Computer Literacy
- HR-Administer/manage a large number of staff, preferably within the UN
- HR-Talent development
- HR-Provision of technical HR advice
- HR-Relationship Management
- DO-Learning Agility

Interested eligible applicants should apply through the provided link https://www.unhcr.org/iraq/jobs, attaching the New Personal History Form with a covering letter in English explaining their interest in the positions.

Kindly note that only electronic applications submitted through the website will be considered.

Please note that longlisted candidates maybe requested to sit for a written test. Only short-listed applicants will be contacted, and engagement is needed immediately.