



THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) is seeking candidates for the position of

Human Resources (HR) Analyst

BASIC FUNCTIONS OF POSITION

Under the overall guidance of the Deputy Resident Representative and direct supervision of the Assistant Resident Representative (Operations) the HR Analyst is responsible for transparent implementation of HR strategies in COs, effective delivery of HR services and management of the CO HR Unit. Staff development and guidance including training and career development ensuring high quality, accuracy and consistency of work:

a) Ensures timely implementation of the staff evaluation system. He/she analyses and applies HR policies, rules and regulations, establishes internal procedures and provides solutions to a wide spectrum of complex HR issues. The HR analyst leads and supervises the staff of the HR Unit. The HR Analyst works in close coordination with the Operation Area Staff and programme and project teams at CO and UNDP HQs staff ensuring successful CO performance in HR management.

QUALIFICATIONS REQUIRED:

Note: All applicants should respond to the selection criterion detailed below with specific and comprehensive information supporting.

- Nicaraguan citizen.
- Master's Degree or equivalent in HR, Business Administration, Public Administration, or related field.
- At least 2 years of relevant experience at the national or international level in providing his/her advisory services.
- Experience in the fields of human resource management.
- Skills to manage relationships, communicate and develop people
- Experience in the use of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems.
- Fluency in Spanish and English: speaking reading and writing is required.

COMPETENCIES:

- Capacity to analyze and interpret rules and regulations
- Development and Operational Effectiveness
- Knowledge Management and Learning
- Knowledge of the new organizational management models.
- Management and Leadership

CONTRACTUAL STATUS AND ENTITLEMENTS

The successful candidate will be locally recruited for a period of twelve months under a Fixed Term modality, at the NO-A level. The selection will be made by a panel consisting of at least four persons. Contract extension will be subject to performance. Candidate will be covered under a medical and life insurance, and will participate in the UN Pension Fund. Interested applicants should submit an updated Curriculum Vitae with

a brief introductory letter in English, attaching copies of professional titles, to the UNDP, attn.: Human Resources Office "**HUMAN RESOURCES (HR) Analyst**" (Plaza España 400 mts. al Sur, contiguo a la Xerox or to the PO Box 3260 Managua) by the close of business on **June 26, 2009**.