

TERMS OF REFERENCE

Title:	Bilingual Recruitment Assistant (French/English)
Duty station:	Home-based
Section/Unit:	Haiti Country Office (HTCO)
Contract/Level:	ICS-5 / LICA-5, Retainer
Supervisor:	Human Resources Senior Officer

1. Background Information

UNOPS has been working in Haiti for 18 years with the Haitian Government, other United Nations agencies and international organizations to support them in project management, procurement and logistics services. UNOPS also provides communication and governance support, as well as technical expertise in engineering and infrastructure for the implementation of projects that have a positive impact on the lives of Haitians. Over the past few years, the operation center in Haiti has mainly implemented major infrastructure projects (roads, schools, energy), health-related procurement such as medical equipment and ambulances, and management support to the government.

Job-Specific Information

UNOPS' Country Office in Haiti is seeking retainers with experience in recruitment to provide HR and administrative support for various recruitment processes. As a retainer, your services will be required intermittently and your assignments will vary in scope and duration - ranging from short-term assignments of a few hours at a time to longer blocks of time (e.g. several weeks). Work may also vary with regards to the time zone / location. Whilst the successful incumbent can be based in different time-zones, they should be able and willing to ensure a degree of time overlap with the teams ordering the retainer's services.

2. Summary of Key Functions

The Bilingual Recruitment Assistant (internally referred to as Human Resources Senior Assistant) will support the Human Resources Team and the Project Teams on recruitment related activities. The incumbent will report to the Human Resources Senior Officer, and assist in recruitment activities such as coordinating interviews, recording and drafting interview minutes, conducting reference checks and managing records. Specific responsibilities will include, but are not limited to:

- Meet with Hiring Managers and/or the Human Resources Senior Officer to discuss recruitment-related activities.
- Conduct talent outreach activities.

- Act as HR focal point with candidates and address any queries related to specific recruitment processes.
- Prepare longlists for specific recruitment processes and review the final shortlists.
- Schedule and issue technical assessments.
- Assist in coordinating various aspects of the interview process.
- Facilitate Google Meet or in-person interviews by recording minutes.
- Draft and submit finalized interview minutes to the Hiring Manager before the specified deadline, and make revisions upon request.
- Conduct reference checks via telephone or email on potential candidates.
- Collect educational credentials from candidates.
- Ensure the standard documentation required by the Hiring Manager or Human Resources Senior Officer is complete.
- Provide support to the Human Resources Senior Officer on other HR administrative tasks as required.

3. Qualifications and Experience

Education

- A high school diploma is required.
- A first-level university degree (e.g. Bachelor) in Human Resources Management, Organizational Behavior, Business Administration, Management, Psychology, Sociology or other relevant area is desirable, and may be considered as a substitute for four (4) years of relevant work experience.

Work Experience

- With a high school diploma, a minimum of 5 years of experience in recruitment is required; OR with a first-level university degree (e.g. Bachelor) in the abovementioned fields, a minimum of 1 year experience in recruitment is required.
- Experience working in HR for the UN or INGOs is an asset.

Languages

- Fluency in English and French is required.

4. Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles



Demonstrates understanding of the impact of one's own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts one's own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

5. Signature

Contract holder (Name/Title)

Signature

Date