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## TERMS OF REFERENCE

### Human Resources Recruitment Assistant

Consultancy reference: CCD/22/AS/IC/11

#### **Background**

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Desertification, along with climate change and the loss of biodiversity were identified as the greatest challenges to sustainable development during the 1992 Rio Earth Summit. Established in 1994, the United Nations Convention to Combat Desertification (UNCCD) is the sole legally binding international agreement linking environment and development to sustainable land management. The Convention seeks to support countries to address Desertification, Land Degradation, and Drought (DLDD). ([www.unccd.int](http://www.unccd.int))

The G20 (or Group of Twenty) is the annual international forum for the governments from 19 industrialized countries and the European Union (EU). Collectively, the G20 economies account for around 90 percent of the gross world product (GWP), 75 percent of world trade, two-thirds of the world population, and approximately half of the world's land area. In 2020, Saudi Arabia held the rotating Presidency of the G20. The G20 Leaders' Declaration, issued on Sunday, 22 November 2020, launched a "Global Initiative on Reducing Land Degradation and Enhancing Conservation of Terrestrial Habitats". Building on existing initiatives and on a voluntary basis, the G20 countries share the ambition to achieve a 50 percent reduction in the amount of degraded land by 2040.

The Global Initiative (GI) with oversight from UNCCD, will focus on capacity building, engaging the private sector and civil society and showcasing success. The Director, under the oversight of the Executive Secretary of the UNCCD, manages the Initiative Coordination Office (ICO).

The incumbent of this position will work closely with HR UNCCD and Director G20.

#### **Objective of consultancy**

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The Human Resources Recruitment Consultant will ensure delivery of timely, client focused HR support in a spirit of partnership with the business. In close collaboration with the HR UNCCD, the incumbent will coordinate the efficient, consistent implementation assigned HR activities.

#### **Duties and Responsibilities:**

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Under the overall supervision of the Chief of AS, Director of ICO, G20 and the direct supervision of the Human Resources Associate, the contractor will:

- Manage all delegated recruitment activities and administration of general service, international staff, consultants and interns in the respective client area.
- Coordinate within HR for all vacant positions to be advertised and support the recruitment activities of UNCCD.
- Work closely with HR on preparation of TORs for consultancies and job description according to the UN standards.
- Prepare long/short list applications of advertised staff position.
- Facilitate if necessary Written Exams and Blind Scoring.
- Organize interviews for staff position in line with agreed timelines.
- Prepare necessary documentation for the CRB processing.
- Ensure strict and confidential record keeping of related documents throughout the process.
- Any other responsibilities as delegated by the HR.



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### Deliverables:

Key deliverables are:

- ✓ Recruitment of staff, consultant and internship positions are done smooth and within the agreed deadlines.

### Contractual terms

The services of the selected individual contractors will be required for 70 days within the 6 months period starting as soon as possible. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

### Required qualifications

- High school education supplemented by HR certificates and courses. HR experiences in UN on recruitment is required
- A minimum of 5 years of relevant experience in HR management, preferably in a UN common system organization is required
- Experience interpreting and implementing UN Staff Rules and Regulations or in a similar multilateral organization is required
- Experience implementing benefits and entitlements preferably a UN common system organization or in a similar multilateral organization required
- Proven ability to deliver effective solutions to complex HR challenges in a multicultural environment
- Excellent organizational, multi-tasking and project management skills
- Ability to handle confidential information and gain trust
- Strong communication, collaboration and team skills
- Professional working knowledge of English is required. Knowledge of other UN languages is an asset.

### Submission of the application

Applications should be submitted by e-mail to [staffing@unccd.int](mailto:staffing@unccd.int) with a UNCCD Personal History Form<sup>1</sup> and cover letter, specifying the reference number): [CCD/22/AS/IC/11](#).

The deadline for applications is **07 March 2022**. Only applications submitted by the deadline and with complete documentation will be taken into consideration.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Please address your application as indicated above and please do not address or copy your application to an individual at the Secretariat or Global Mechanism. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 01 March 2022

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<sup>1</sup> UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd>