

Operations Associate, National Volunteer Recruitment at United Nations Development Programme (UNDP)

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); The United Nations Development Programme (UNDP) is the United Nations' global development network. Headquartered in New York City, UNDP advocates for change and connects countries to knowledge, experience and resources to help people build a better life. It provides expert advice, training, and grants support to developing countries, with increasing emphasis on assistance to the least developed countries.

Duties and Responsibilities

Identification of suitable candidates for national UN Volunteer assignments

Provide identification and recruitment services in adherence to established UN Volunteers Conditions of Service, regulations, and policies;

Verify quality and consistency of Description of Assignments (DOAs), and provide guidance on designing DOAs to UN host entities, UNV Regional Offices, and Field Units;

Advertise relevant assignments in line with established processes;

Identify suitable candidates for national UN Volunteer assignments in diverse areas of expertise and for various host entities, as per corporate Key Performance Indicators, and according to DOA requirements and in compliance with UNV Recruitment and Selection policy;

Check references, obtain relevant clearances, and verify performance appraisals for

selected candidates, ensuring they match established standards of competence and integrity;

Alert supervisor about deficiencies or risks, liaise with Regional Offices and Field Units on exceptional situations, and provide guidance on applicable regulations, rules, and policies to ensure full compliance with accountability framework;

Keep relevant parties updated on the status of identification and negotiate adjustments when required;

Record actions and data in the volunteer management systems;

Facilitate timely resolution of queries related to volunteer recruitment.

Outreach and support to talent acquisition

Liaise with other team members in the VSC, the Regional Office, and Field Units to keep abreast of evolving demand for national UN Volunteer profiles in their portfolio;

Leverage social media and other means to identify suitable candidates for individual UN Volunteer assignments;

Identify gaps or shortfalls (languages, specific competencies, etc.) in UNV's existing talent pool and support talent acquisition efforts to satisfy specific partner demand;

Support regional and national outreach campaigns and networks of talent sources in coordination with the Talent Acquisition team and the Communication Associate in the Regional Office;

Represent the organization during external talent sourcing and outreach events, including online/onsite presentations to potential candidates;

Assess and earmark candidates for specific professional categories, taking into consideration a balance of nationality, gender, and language skills, as per corporate targets. Proactively identify candidates with crisis-

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