
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level: **HUMAN RESOURCES OFFICER, NO-C**

Department/Office: **UN MISSION IN COLOMBIA/HUMAN RESOURCES SECTION**

Location: **BOGOTA, COLOMBIA**

Posting Period: **30 June – 04 July 2016**

Job Opening Number: **MC-NJO-2016-001**

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section Invites all interested and qualified candidates to apply for the announced position. All interested Candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email MCrecruitment@un.org

Important Notice: Applicants are required to submit only the P-11 form at this time, so please do not submit any additional documents such as Curriculum Vitae or educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment/interview process.

Organizational Setting and Reporting

This position is located in the Human Resources Section. The Human Resources Officer will report to the Chief Human Resources Officer (CHRO).

Responsibilities:

Under the overall direction of the CHRO and within limits of delegated authority, the Human Resources Officer will be responsible for the following duties:

General:

- Provides advice and support to managers and staff on human resources related matters;

- Prepares special reports and participates and/or undertakes special human resources projects;
- Keeps abreast of developments in various areas of human resources.

Recruitment and Placement:

- Identifies upcoming vacancies in coordination with client offices;
- Prepares job openings, reviews applications, provides a short-list to those offices, and arranges and conducts interviews to select candidates;
- Reviews recommendation on the selection of candidate by client offices;
- Serves as ex-officio in appointment and promotion bodies, examinations boards, and prepares and presents cases to these bodies;
- Prepares job offers for successful candidates;
- Monitors and evaluates recruitment and placement related activities of client offices, and recommends changes or corrections related to procedures to these offices.

Administration of entitlements:

- Provides advice on interpretation and application of policies, regulations and rules;
- Reviews and provides advice on exceptions to policies, regulation and rules;
- Administers and provides advice on salary and related benefits, travel, and other entitlements;
- Determines and recommends benefits and entitlements for staff on the basis of contractual status;
- Reviews policies and procedures and recommends changes as required;
- Reviews and recommends level of remuneration for consultants.

Staff development and career support

- Identifies and analyzes staff development and career support needs and designs programs to meet identified needs.
- Prepares monitoring reports on staff development and career support programs;
- Designs and manages sabbatical/external assistance schemes;
- Provides advice on mobility and career development to staff, particularly young professionals and staff in the General Service and related categories;
- Designs, plans, monitors and provides induction orientation program and briefing to new staff members;
- Provides performance management advice to staff and management. Assists supervisors and staff with understanding and using the performance appraisal system (PAS).

Other Duties:

- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements;
- Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.

Competencies

PROFESSIONALISM: Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

ACCOUNTABILITY: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education:

An Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related area is required. A first level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five (5) years of progressively responsible experience in human resources management, administration or related area is required. Prior experience using UN Human Resource Management Systems such as Inspira, Umoja, FSS or an SAP software is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Spanish (both oral and written) is required. Knowledge of another UN official language is an asset.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.