Vacancy [vacancy@unfpa.org] Tuesday, July 02, 2013 4:54 PM Sent: allunfpastaff@unfpa.org; HRoutreach.group@unfpa.org To: Vacancy Announcement - Job ID 2286 - HR Specialist, P3, Recruitment and Staffing Subject: Branch, DHR We are pleased to announce the following vacancy: **VACANCY NO.:** Job ID 2286 **CLOSING DATE:** 16 July 2013 (5.00 pm New York time) POST TITLE: HR Specialist CATEGORY: ICS-10 (P3) POST NUMBER: New POST TYPE: Non-Rotational New York **DUTY STATION: DURATION:** (initially 4 months- renewable subject to project extension)\* **Temporary Appointment** 

# **ORGANIZATIONAL LOCATION:**

ORGANIZATIONAL UNIT:

From:

The post of HR Specialist is located in the Recruitment and Staffing Branch of the Division for Human Resources in New York.

Recruitment & Staffing Branch, Division for Human Resources

Under the direct supervision of the Chief of the Recruitment and Staffing Branch, the HR Specialist provides strategic and operational support for a number of divisional units at HQ and the Regional Offices (RO), Sub-Regional Offices (SRO) and Country Offices (CO) in the areas of recruitment and staffing. The HR Specialist also provides support to another HR Specialist in special projects (SC migration to Atlas HCM and Change Management Project) as requested.

#### **JOB PURPOSE:**

The HR specialist provides operational support to UNFPA Regional Offices (RO), Sub-Regional Offices (SRO), Country Offices (CO) and HQ divisional units. He/she builds solid client relationships with the academic institutions and senior managers in the ROs, SROs, COs and at HQ, and operates in a complex organizational multicultural environment requiring solid knowledge of the organization and its RO, SRO and CO operations. He/she closely collaborates with other HR Specialists in the Branch on recruitment and staffing issues.

The Primary role of the Human Resources Specialist are:

- Anticipates and meets staffing needs through reassignment and/or recruitment of staff
- Manages timely and appropriate selection or placement of staff: interview candidates and negotiate with external recruits on conditions of service
- Supports career counseling

Assists in providing advisory HR services to regions/divisions

#### Main Tasks and Responsibilities, Functions and Duties:

- Manages timely and appropriate selection or placement of staff, taking into account organizational priorities: interview candidates and negotiate with external recruits on conditions of service
- Provides guidance to headquarters and RO, SRO and CO management on conditions of service, recruitment and contracting policies.
  - Supports an effective team environment for the provision of staffing and RO, SRO and CO support services.
  - Assist in coordinating, advising, and facilitating HR activities for specific regions/divisions.
  - Builds awareness and understanding of HR policies and effective interaction through automated media.
- Organize the delivery of administrative services to the organization including the management of external service providers and applications; engage in Human Resources reform initiatives, internally and in inter-agency fora.
- Supports another HR Specialist (P4) in two corporate projects (SC Migration into Atlas and Change Management), mainly data collection and data analysis and compilation of Frequently Asked Questions

<ul> <li>Performs any other duties as may be directed by the Chief, RSB or the Director of DHR.</li> </ul>
Work Relations:
Internal partners include the members of RSB and DHR, HQ divisional Units, ROs, SROs and COs.
External partners include other UN agencies and academic institutions
QUALIFICATIONS AND EXPERIENCE REQUIRED:
Education:
Post-graduate University Degree in Human Resource Management, Business or Public Administration or one of the social sciences
Knowledge and Experience:
- 5 years of relevant progressively responsible experience in HR management and operations
<ul> <li>Demonstrated professional competence and success in the delivery of innovative and cost-effective service delivery and staffing/recruitment policy in a complex multicultural environment.</li> </ul>
<ul> <li>Up-to-date knowledge of human resource management subject matter including delivery mechanisms, relevant technology and equipment.</li> </ul>
<ul> <li>Political sensitivity and tact with an emphasis on appropriate service demands and priorities for donor community together with advocacy skills.</li> </ul>
- Strong writing and oral communication skills.
Languages:
Fluency in written and spoken English; proficiency in a second working language (French or Spanish) desirable.
Other Desirable Skills:

Initiative; strong conceptual abilities; sound judgment; strong interest in development work, especially the mission of the United Nations Population Fund; and dedication to the principles of the United Nations.

### **REQUIRED COMPETENCIES:**

# **Core Competencies:**

- Values/Guiding Principles
- Developing People/Fostering Innovation and Empowerment
- Personal Leadership and Effectiveness
- Building and Managing Relationships

### **Functional Competencies:**

- Strategic alignment of Human Resources practices
- Promoting organizational change and development/impact and influence
- Organizational awareness
- Client orientation
- Job knowledge

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive net salary plus housing allowance, home leave, health insurance and other benefits.

## **HOW TO APPLY:**

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at http://www.unfpa.org/employment/

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

<sup>\*</sup> No expectancy of renewal in accordance with UN Staff Regulations 4.5