



TEMPORARY JOB OPENING ANNOUNCEMENT

P4

TJO Grade Level¹

Chief Training Officer

Functional Title

Administrative Services/AS - Training Section

Department/Office/Division/ Service/Section

Management & Operations Support Human Resources

Job Network and Job Family (See list on page 3-4)*

26/08/2014

Deadline

(DD/MM/YYYY)

Duty Station: **Abidjan**

Estimated Start Date: **01/09/2014**

Duration of need: **9 months**

Open to External Candidates? YES NO

DUTIES AND RESPONSIBILITIES

This position is located in the Mission Support Division of the United Nations Operation in Côte d'Ivoire (UNOCI). The incumbent heads the Integrated Mission Training Centre (IMTC), which brings together civilian, military and United Nations police training functions. These elements work together to deliver integrated training services and programmes that meet cross-cutting training needs such as HIV/AIDS awareness, the prevention of sexual Exploitation and abuse and safety and security. The Chief IMTC reports to the Chief of Administrative Services.

The core function of the Chief IMTC is to coordinate the design, development, delivery and evaluation of training and development programmes for Mission personnel, including DPKO staff. In addition, the Chief IMTC will work with senior mission staff to identify forthcoming training requirements and develop strategies to meet these. The Chief IMTC will be responsible for the management and coordination of the activities of Training Officers and other personnel to ensure that training and development activities are implemented in accordance with the unit's plans and standards.

Within limits of delegated authority, the Chief IMTC will be responsible for the following duties:

- Design, develop, deliver or coordinate and evaluate training and development courses/workshops/support for staff to meet Mission and staff needs. These activities include technical and substantive training, safety and security, induction training, leadership and management, communications skills, planning, train-the-trainer, and performance appraisal
- Organize and conduct development initiatives such as mentoring and capacity building for staff
- Develop and upgrade relevant training materials
- Coordinate with senior staff to ensure that training and development meets current needs and anticipates, to the extent possible, future needs
- Coordinate and provide supervision to junior training officers to ensure training and development activities are consistent with the unit's plans
- Coordinate with senior military and civilian police training officers to ensure that integrated training is developed and delivered to meet cross-cutting needs
- Prepare and manage the unit's budget
- Evaluate the effectiveness of training
- Collaborate with other Mission personnel, including the Gender Advisor, HIV/AIDS Advisor, Staff Counsellor and, as well as other UN agencies to ensure that cross-cutting issues are incorporated in the design of training and development programmes
- Promote client-focused and responsive services to the field mission
- Other duties as directed

Work requires frequent interaction with:

Field mission staff, military and United Nations police personnel at all levels; staff within the unit; career development unit officers in UNHQ; training officers from other field missions; counterparts in other UN agencies; training and development organizations.

¹ For eligibility and other conditions, please see the Notes at the end of this form.

COMPETENCIES

Professionalism: Demonstrates technical knowledge of all aspects of training and development including course design, development, and delivery to include classroom, distance learning, and practical training techniques; ability to manage and lead training teams; proven research, liaison, analytical and coordination skills to include the identification and promotion of training requirements; ability to conduct training evaluation; ability to prepare and implement budgets. .

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

For Managerial Positions:

Leadership: Serves as a role model that other people want to follow; Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement, does not accept the status quo; Shows the courage to take unpopular stands; Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

QUALIFICATIONS

Experience: Advanced university degree (Master’s degree or equivalent) in training or learning and development, management, business or public administration, education, social science or a related area. A first-level university degree with in combination two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Education: A minimum of seven years of progressively responsible experience in workforce learning and development, administration, education, human resources management or related field. A minimum of four years of team leadership positions and experience in the practical delivery of training is essential

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written French and English, is required.

Other Skills:

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Fatima Coulibaly Email Address: coulibaly@un.org

Copy (cc): Stephanie Appell Email Address: appell@un.org

*** Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<u>ECONOMIC AND SOCIAL DEVELOPMENT</u> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<u>LEGAL</u> Jurists Legal Affairs Ombudsman
<u>MANAGEMENT AND OPERATIONS SUPPORT</u> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	<u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u> Public Information Protocol

<p><u>POLITICAL, PEACE AND SECURITY</u></p> <p>Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law</p>	<p><u>CONFERENCE MANAGEMENT</u></p> <p>Conference Services Language</p>
<p><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></p> <p>Information Systems and Technology Information Management</p>	<p><u>SAFETY AND SECURITY</u></p> <p>Security Safety</p>

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that 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.
- For information on special post allowance, please refer to [ST/AI/1999/17](#). For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .