

TEMPORARY JOB OPENING ANNOUNCEMENT

P3	Human Resources Officer
TJO Grade Level ¹	Functional Title
Human Resources Section	
Department/Office/Division/ Service/Section	
Management and Operation Support	
Job Network and Job Family (See list on page 3-4)*	
22/08/2014	
Deadline (DD/MM/YYYY)	

Duty Station:	Abidjan	Estimated Start Date:	01/11/2014
Duration of need:	8 months	Open to External Candidates?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Within the delegated authority, ONUCI Human Resources Section provides support to ONUCI and MINUSMA staff members. This position is responsible for ensuring optimal processing of HR transactions for both missions. The Human Resources Officer reports to the ONUCI Chief Human Resources Officer and works in close collaboration with the Chief Human Resources Officer in MINUSMA.

Within delegated authority, the Human Resources Officer is based in the ONUCI HR Section and will be responsible for the following duties:

- Coordinates the transfer and processing of HR transactions for MINUSMA staff; Recruits and trains staff for the ONUCI HR Section as required;
- Implements a monitoring framework and key performance indicators (KPIs) for HR transactions for both missions in collaboration with FPD and other partners;
- Ensures accurate and timely processing of HR transactions to meet both missions' requirements by meeting the agreed KPIs;
- Reports on a regular basis on the performance of HR transactions to ONUCI's and MINUSMA's CHRO; Assists with the back office's readiness to disseminate and integrate new policies and procedures;
- Acts as focal point for the preparedness of the back office in anticipation of the adoption of Umoja; Performs HR functions in recruitment for ONUCI and on-boarding for ONUCI and MINUSMA;
- Recommends recruitment level and ensures completion of the on-boarding process;
- Assists ONUCI Programme Managers throughout the recruitment process in a timely and effective manner by providing guidance on HR Rules and Regulations;
- Assists Hiring Managers and Hiring Manager Assistants in their use of Inspira.

The Human Resources Officer is also responsible for administering and providing advice on benefits and entitlements to staff; Ensuring consistent application of rules and regulations in the provision of benefits and entitlements; Providing advice on the interpretation and application of policies, regulations and rules; Administering and providing advice on salary and related benefits, travel, and social security entitlements; Determining and recommending benefits and entitlements for staff on the basis of contractual status;

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

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.

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.

Planning & 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.

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.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of five years of progressively responsible experience in human resources, administration, management or related areas. Hands on experience with UN Human Resources/Administrative procedures and knowledge of UN Information Management Systems are desirable. Experience in United Nations Peacekeeping is desirable.

Education: Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences education or related area. A first-level university degree with a combination of relevant experience may be accepted in lieu of the advanced university degree.

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

Other Skills:

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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: Losseni Coulibaly Email Address: coulibaly48@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 .