



Ref. No.: _____

TEMPORARY VACANCY ANNOUNCEMENT

P-3
**Human Resources Officer
(Monitoring and Reporting)**

TVA Grade Level

Functional Title

OCHA/Executive Office

Department/Office/Division

Human Resources

Occupational Group (See list on last page)

P-2/P-3

 Open to
(Current Grade of Applicant)

21 August, 2009

 Deadline
(DD/MM/YYYY)

Service/Section:	Human Resources Section, EO	Estimated Start Date:	01/09/2009
Duty Station:	New York	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	6 months initially	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

This position is located in the Human Resources Section, Executive Office, Office for the Coordination of Humanitarian Affairs (OCHA), New York. The position reports to the Chief, Human Resources Section.

Within delegated authority, the Human Resources Officer (Monitoring and Reporting) will be responsible for the following duties:

- Review OCHA's mandate with the purpose of streamlining processes while providing administrative support to the Executive Office
- Update and maintain the Staffing Tables for New York and monitor the Staffing Tables updated by OCHA Geneva in respect of Geneva and field offices.
- Update, maintain, produce statistics on vacancy, gender, geographical distribution, and other human resources related areas for purposes of reporting to donors, senior management and other offices within the Secretariat (OHRM).
- Provide complete monitoring and reporting support with respect to activities related to the Human Resources Action Plan (HRAP)
- Coordinate actions with regard to the administration of human resources activities e.g., recruitment, placement, promotion, SPA, job classification reviews, etc, ensuring consistency in the application of UN rules and procedures for staff within his/her portfolio.
- In collaboration with the other Administrative Officers and the Finance Section, identify post management issues and provide solutions
- Monitor workflow, assess needs and take appropriate action to maintain constant flow between OCHA NY, Geneva and the Field
- Provide advice on interpretation and application of policies, regulations and rules. Review and provide advice on exceptions to policies, regulation and rules.
- Administer and provide advice on salary and related benefits, travel, and social security entitlements.
- Perform other duties as required

Work implies frequent interaction with the following:

Staff at large, Applicants, Staff within the Executive Office, Human Resources Officers/Administrative Officers/Executive Officers in the Secretariat, including staff in the Field, Counterparts in other UN Agencies.

Results Expected:

Applies expertise with respect to the full range of human resources management issues of the Department/Unit. Uses initiative to resolve problems and identifies exceptions. Adheres to applicable UN guidelines, policies and procedures while undertaking these duties.

COMPETENCIES

Professionalism: Knowledge of human resources policies, procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. 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.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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.

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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of five years of experience in Human Resources Management within the UN is required. Experience in monitoring and reporting activities.

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 in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Languages: English and French are the official languages of the United Nations. For this position, fluency (both oral and written) in English is required. Knowledge of another UN official language is an advantage.

Other Skills: Excellent knowledge of staffing table/post management and IMIS is required. Strong computer skills, including proficiency in the use of relevant software and other applications, e. g. word processing, spreadsheets (Excel), internal databases, Internet, Galaxy, OCM, etc. are also required. Knowledge of the UN system, including institutional mandates, human resources policies, practices and guidelines are also required.

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- ☒ **Cover Letter**
☒ **PHP**
☒ **Signed PAS** **Periods: two latest**
☐ **Others:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Robert Picistrelli Email Address: picistrelli@un.org

Copy (cc): Cristina Gómez Email Address: gomez3@un.org

Please choose from this list of Occupational groups:

Administration	Jurists
Civil Affairs	Legal Affairs
Civilian Police	Logistics
Conference Services	Management and Programme Analysis
Drug Control and Crime Prevention	Medical
Economic Affairs	Ombudsman
Electoral Affairs	Political Affairs
Engineering	Procurement
Finance	Programme Management
Human Resources	Public Information
Human Rights	Science and Technology
Humanitarian Affairs	Security
Information Management	Social Affairs
Information Systems and Technology	Social Sciences
Internship	Statistics

Note:

While this temporary assignment will provide the successful applicant with an ideal 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.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.