The United Nations Office for Project Services (UNOPS), a major provider of project management and implementation services to the United Nations System and developing countries, seeks qualified applicants for the following positions:

Candidates who have previously applied for the position do not need re-send their application.

Vacancy Details

Vacancy Code	**UNOPS/2006/CPH/HR/13-13 (Extension of Deadline)**
Post Title	**Manager , Human Resources**
Post Level	**ICS – 13 (D-1)**
Duty Station	**Copenhagen, Denmark**
Duration	**Initially one year**
Closing Date	**31 July 2006**

Background

UNOPS is a self-financing entity of the United Nations system, with more than a decade of experience in providing operational management services in developing nations and post-conflict/emergency situations. Headquartered in Copenhagen, with regional offices in New York, Nairobi, Dubai, Bangkok, and Lima, UNOPS presently operates in over 60 countries providing to UN agencies and developing countries complex project implementations of client operations, loan administration and supervision, and advisory services for operations management.

Duties and Responsibilities

As the Manager, Human Resources Management, you will be a key strategic leader, manager and decision-maker responsible for UNOPS' global human resources management. Your leadership and vision will provide UNOPS with the ability to optimally utilize its global human capital, transforming UNOPS into a client-focused and performance-based organization. You will lead and advise UNOPS management and staff on the organization's overall HR corporate strategy and create and implement new HR initiatives supporting UNOPS' organizational goals.

You will be expected to develop, communicate and implement an overall HR vision, strategy and development plan aligned to UNOPS' business and organizational goals. Working closely with UNOPS senior management, your HR team, partners and clients, you will continually review and evaluate UNOPS' HR strategies and initiatives ensuring that they are effective and applicable to UNOPS' business and organizational goals, including the need for UNOPS to be an organization undergoing constant change.

As a key leader of the organization, you will play an active role in assisting UNOPS in attracting high-quality personnel. You will be expected to develop a talent management strategy whereby expert staff are attracted, developed and retained by UNOPS and whereupon the organization can effectively and rapidly construct project-specific teams to meet the needs of UNOPS' clients. In this connection, you will be expected to continually develop a corporate roster, skills inventory, competency framework, performance management, recruitment and succession management system aimed at ensuring that high potential staff in UNOPS are provided with opportunities to succeed and share their knowledge and experience of UNOPS in a rewarding environment.

You will also be responsible for the development of staff, ensuring that learning and certification programmes are available to staff, both at the corporate and subject-specific level. You will advocate learning as a core component of management in UNOPS and guide managers and staff in developing innovative and effective solutions to meet the development needs of individuals and units.

Furthermore, you will oversee the day to day operations of HR in UNOPS, establishing HR service performance standards/indicators/benchmarks and associated monitoring mechanisms throughout UNOPS while ensuring the continued quality and effectiveness of HR service delivery. You will also oversee the management of corporate service agreements with sister UN agencies in the area of contract administration, ensuring that UNOPS policies and performance standards are consistently met with a high degree of client satisfaction.

In managing these tasks, you will continually leverage the use of IT systems to further the development of HR initiatives and services, especially the use of UNOPS' ERP platform, ATLAS.

As the leader and manager of the HR division, you will be expected to build and manage a dynamic and energetic team, providing guidance and advice to your staff and granting them the capacity to personally and professionally develop through experience in an open, collaborative, and teambuilding environment. As the UNOPS standard bearer on managerial best practices, you will be expected to foster improved managerial practices organization-wide through the management of your division.

You will also be UNOPS' representative on HR matters to external bodies, representing UNOPS in various UN common system inter-agency fora and developing a network beyond the UN circle with a view to keeping abreast of and implementing new HR best practices and monitoring techniques. Furthermore, you will promote effective staff/management relations with the view to fostering a caring and constructive working environment.

All your work and initiatives undertaken in UNOPS will be in line with the principles of the United Nations. In all your actions you will promote integrity, equality, fairness, transparency, accountability, and diversity and as such assume responsibility for building a framework and learning mechanism for ethics and integrity in UNOPS.

Your ultimate goal will be to provide effective and efficient support to UNOPS' operations, enabling them to further succeed, whilst at the same time ensuring that mechanisms are in place to provide staff with opportunities for maximizing their experience of working with UNOPS, creating a cadre of highly experienced, qualified, and motivated staff eager and willing to realize the goals of the UN while at the same time ensuring the highest standards of efficiency, integrity, and competence.

Results Expected

Effectively lead and facilitate the management of human resources and ensure quality service delivery to meet and exceed both internal and external clients' expectations.

Required Competencies & Knowledge

- In addition to UNOPS' core values/competencies and technical knowledge of human resources management, proven ability to provide strategic direction, exercise sound judgment and build relationships with key strategic partners.
- Exceptional leadership and management skills; ability to stay focused under pressure and to create an enabling environment by maintaining trust and open communication; ability to create a knowledge-sharing environment; ability to ensure effective team work, collaborative behavior and team spirit.
- Ability to translate corporate goals into human resources programmes and demonstrate significant leadership skills to continually improve the quality of HR programmes delivered.
- Experience in the HR-specific use of ERP systems such as Peoplesoft, Oracle, or SAP.
- Good understanding of UNOPS' operational work, particularly at the field level, and its clients as well as

the UN culture and environment.
- Ability to promote integrity, sensitivity and empathy, as well as managerial courage.
- Highly respected by colleagues as well as clients/partners as a fair and transparent individual.
- Active listener and good communicator within a diverse working environment.

Minimum Experience and Qualifications

- Advanced university degree (Master's degree or equivalent) preferably in human resources management, business administration, social science or related area; a first-level university degree with relevant combination of academic qualifications and extensive experience in human resources management or related area may be accepted in lieu of an advanced university degree.
- At least 12 years of progressively responsible experience in the management of human resources in a culturally diverse and changing international business environment and within international organizations. Experience in successfully managing service operations, including the management of delegated services to external entities and HR experience in management consulting or construction/engineering services an asset.
- Fluency in English and French and/or Spanish is essential; knowledge of another UN official language is an asset.

Submission of Applications

Qualified candidates should apply electronically, quoting the **vacancy number** and **post title** on subject line and attaching an updated United Nations Personal History Form (P.11), letter of interest, and complete Curriculum Vitae to email address **vacancies@unops.org** no later than the closing date.

The United Nations Personal History Form (P.11) can be downloaded from **www.unops.org**.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates and candidates from developing nations are strongly encouraged to apply.
- UNOPS reserves the right to appoint a selected candidate at a level below the advertised level of the post.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at www.unops.org.