
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Human Resources Officer, NO-C
Department/Office:	UN Verification Mission in Colombia (UNVMC), Human Resources Unit
Location:	Bogotá, COLOMBIA
Posting Period:	11 November- 10 December 2022
Job Opening Number:	UNVMC-NJO-2022-044 Fixed-Term for one year with the possibility of extension

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

IMPORTANT NOTE:

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP, is properly signed and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: mcrecruitment@un.org.

Please be advised that only applications using the UN P11, or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

Only Colombian Nationals are eligible to apply for this Job Openings.

If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

#United_for_Gender_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia: <https://www.youtube.com/playlist?list=PL-8SCKVjge3073SwTDG1VQf1oLTWfUQ4>.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable

accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Organizational Setting and Reporting:

This position is located in the United Nations Verification Mission in Colombia (UNVMC), within the Human Resources Unit. The incumbent will report to the Chief Human Resources Officer and to the Chief Operations and Resource Management as second reporting officer.

Responsibilities:

Within delegated authority, the Human Resources Officer will carry out the following duties:

Planning and Budget

- Participates in the mission planning process throughout the mission lifecycle for determining the staffing requirements and organizational structure; also conducts analysis and provides inputs on emerging capacity gaps in accordance with the mission's mandate.
- Contributes to the budget development process by reviewing the drafts and providing input on the human resources requirements and organizational structure of all sections based on the FPD guidelines on budget review.
- Reflects recommendations of the staffing reviews into the staffing requirements for purpose of budget preparation.
- Reviews staffing related costs and expenditures in Umoja in line with funds allotment, ensuring that funds for staffing costs are available, and where necessary alerts Human Resources Officer to follow up with Finance and Budget Office to deploy funds to meet any shortfall.
- Monitors expenditures related to staffing to ensure they are within the budgeted staffing costs, coordinating with the Finance and Budget Units at both the mission and Headquarter levels to ensure availability of funds.
- Advises hiring managers on loaning of posts between sections and movement of posts and staff between locations based on the SOP on Staffing table and Post Management, ensuring the integrity of the staffing table as approved in the budget without discrepancy in sections and locations.
- Reviews the documentation for submission of classification requests and contributes to the implementation of classification results.

Performance Management

- Supports the supervisor in the implementation of the performance appraisal system and monitors its compliance with the proper implementation of the performance management system, providing guidance and substantive support to mission components on standards for the development of service, section, unit and individual work plans.
- Liaises with the Training Unit to organize training/orientation programmes in performance management and supervisory skills as well as work plans.
- Monitors the full-compliance of e-Performance and provides input to the establishment of Management Review Committee and Joint Monitoring Committee and Rebuttal Panel and acts as their facilitator and ex-officio member.

- Counsels staff and managers in cases of underperformance and facilitates the implementation of a Performance Improvement Plan (PIP) or other remedial measures, when required.

Staff Development

- Provides regular information on vacancies and opportunities for the generic rostering system and works with FPD as a conduit for headquarters initiatives and as the initiator of individual career advice and counseling.
- Advises staff on training opportunities for HR staff as well as staff in general giving particular attention to developing and implementing career development paths for national staff members.
- Assesses the skill, expertise, and knowledge of the HROs and HRAs, ensuring participation of human resources staff in relevant training programmes and designing individual on-the-job and group training programmes on specific subject matters in the area of human resources management, including in the use of HR IT systems.

Administration of Justice

- Researches and compiles the mission's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system.
- Contributes to efforts and measures aimed at addressing and mitigating staff grievances with the purpose of resolving them at the lowest practical level.
- Contributes to the development of preventive activities such as training and sharing best practices and recent jurisprudence related to human resources management.

Staff and Management Relations

- Assists the supervisor in supporting the dialogue between the management and international and national staff unions (Field Staff Union (FSU) and National Staff Association (NASA)) respectively to discuss HR matters and related staff issues.
- Participates in meetings with staff representatives to address issues affecting the staff and coordinate the quarterly meetings with the Head of the Mission and Chief of Mission Support.
- Organizes, as necessary, general, or specific meetings for the staff on issues such as mandate implementation, status of HR reforms and other organizational change initiatives, etc.

Advice on Human Resources policies, regulations and rules

- Provides advice and guidance to managers and staff on human resources related matters.
- Recommends level of remuneration for consultants.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- As requested by the supervisor, might be required to represent the office in joint bodies and working groups relating to salaries and other conditions of service.
- Assist in the process of knowledge/awareness building amongst programme managers, senior management and staff members with regard to the staff rules and regulations, and related guidelines and their strict application by the HR Unit, including consistent implementation of delegated authority.

- Monitors and evaluates the effectiveness of related guidelines, HR rules, regulations practices and procedures, and recommends revisions to DMSPC or DOS, where necessary.
- Provides advice on the implementation of the Mission's Gender Parity Strategy.

Other

- Under the supervision of the CHRO, the HRO contributes to the monitoring and evaluation of the implementation of delegated authorities, through inter-alia, the Human Resources Management Scorecard (HRM-S), Service Level Agreements, HRM-S indicators, and the Senior Managers' Compact.
- Contributes to the development of a set of actionable and targeted change management plans, including coaching and training in order to implement these responsibilities and reports on possible gaps and risks and recommends corrective action.
- Assists with the development of a communication strategy with a dedicated intranet page on HR issues and regular formal and informal meetings.
- Conducts research on precedents, policy rulings and procedures.
- Maintains human resources information systems, including constant update and generation of information and reports for use by management.
- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.
- Performs other duties as required.

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.

Planning and 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: Ability to identify clients' needs and propose appropriate solutions; ability to establish and maintain productive partnerships with clients; 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.

Managing Performance: Delegates the appropriate responsibility, accountability and decision making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Education:

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related area is required. A first level university degree in combination with two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five (5) years of progressively responsible experience in human resources management, administration, or related area is required.

Experience in an international organization is desirable.

Experience working in HR module of an Enterprise Resource Planning (ERP) system, such as Umoja (SAP) or similar is desirable.

Experience in job classification is desirable.

Experience in analyzing data in human resources processes and in HR reporting is desirable.

Experience in the area of workforce planning and organizational design is desirable.

Languages:

English and French are the working languages of the United Nations. For the position advertised, fluency in English and Spanish (both oral and written) is required.

NOTE: Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

United Nations Considerations

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 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.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary

organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.