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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Associate Human Resources Officer, NO-B
Department/Office:	UN Mission in Colombia, Human Resources (Unit)
Location:	Bogotá, COLOMBIA
Posting Period:	09 May – 24 May 2019
Job Opening Number:	UNVMC-NJO-2019-009 - Temporary Appointment

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#### **IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.**

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo> **No CVs will be accepted**) at the following e-mail address: [MCreruitment@un.org](mailto:MCreruitment@un.org)

**Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient.**

Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

#### **Organizational Setting and Reporting**

This position is located in the United Nations Verification Mission in Colombia. The Associate Human Resources Officer (NO-B) will report to the Human Resources Officer.

#### **Responsibilities:**

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

#### **Recruitment and Staff Selection**

- Provides support in the management of recruitment process including coordinating with client offices in identifying vacancies, preparing job openings, reviewing and screening of candidates.

- Support the review job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with classified job descriptions and standard regulations.
- Assists in the preliminary review, prepares and submits recruitment cases to (Field) Central Review Bodies and Mission Review Panel
- Arranges and conducts interviews for selection of candidates.
- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and providing inputs on new procedures on recruitment and staff selection.
- Plans, organizes, and administers the National Competitive Examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.

### **Planning and Budget**

- Assist with the review of recommendations resulting from staffing reviews and translates them into staffing requirements for purpose of budget preparation;
- 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,
- Assists in reviewing and processing requests for classification, providing advising and answering queries on classification procedures.

### **Staff Development**

- Researches and identifies training opportunities for HR staff as well as staff in general and plans and prepares the mission training budget in coordination with the integrated training service.
- Assists with the development of training programmes staff, in coordination with the integrated training service, giving particular attention to developing and implementing career development paths for national staff members;
- Assists with the assessment of skills, expertise and knowledge requirements of human resources staff, contributing to the designing of individual on-the-job and group training programmes on specific subject matters in the area of human resources management, including in the use of HRIS.

### **Staff and Management Relations**

- Provides inputs on various HR matters for purpose of discussions and dialogue between the management and international and national staff unions (Field Staff Union and National Staff).
- Participates in meetings with staff representatives to address issues affecting the staff and coordinate the quarterly meetings with the Head of the Mission and Director/Chief of Mission Support.
- Assist the supervisor, as necessary, in general or specific meetings for the staff on issues such as mandate implementation, status of HR reforms and other organizational change initiatives etc.

### **Other**

- Assists in 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 communication strategy with a dedicated intranet page on HR issues and regular formal and informal meetings.
- Assists in reviewing and processing requests for classification, providing advising and answering queries on classification procedures and processes.
- 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;
- Performs other duties as required.

### **Competencies:**

**PROFESSIONALISM:** Demonstrates knowledge in protocol procedures and related matters; 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.

**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.

### **Education:**

Advanced university degree (Master's degree or equivalent) in Human Resources management, business or public administration, social sciences, education or related field.

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 two (2) years of progressively responsible experience in human resources management, administration, recruitment or related area. Experience in International organizations 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.

**United Nations Considerations:**

Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.

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.

**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.