
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Associate Human Resources Officer, NO-B
Department/Office:	UN Verification Mission in Colombia, Human Resources Unit
Location:	Bogotá, COLOMBIA
Posting Period:	30 days (16 February – 17 March 2021)
Job Opening Number:	UNVMC-NJO-2021-002

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

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 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 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.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application.

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

Organizational Setting and Reporting

This position is located in the UNVMC Human Resources Unit. The incumbent will report to the Human Resources Officer (Chief of Recruitment) and the Chief Human Resources Officer as the second line supervisor.

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.
- Supports the review job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with classified job descriptions.
- 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 tests related to recruitment of professional, general service and other categories of staff.

Planning and Budget

- Assists 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 units; 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, units 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, in coordination with the training team, 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 Association).
- Participates in meetings with staff representatives to address issues affecting the staff;
- Assist the supervisors, 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 advice 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.

Core values:

Professionalism: 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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

Respect for diversity: Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

COMPETENCIES:

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 a 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

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.

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.