



Vacancy No: RAPS/2/2009/HRD/01

Date: 3 August 2009

Position title: Organizational Design and Job  
Classification Specialist

Deadline for application: **3 September 2009**

Grade: P.4

Organization unit: HRPOLICY

Contract type: Fixed-term appointment

Duty Station: Geneva, Switzerland

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 15 and 16 of Annex I of the Staff Regulations.
- External candidates.

Within the context of the ILO's efforts to promote staff mobility, applicants should expect to take up different assignments (field and Headquarters) during their career. The desirable length of assignment in this specific position is three to five years.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

Applications from qualified candidates from non- or under-represented member States, or from those member States which staffing forecasts indicate will become non- or under-represented in the near future, would be particularly welcome. A list of these countries is in Appendix I.

Applications for transfer submitted by officials in the same grade will be given prior consideration.

Conditions of employment are described in Appendix II.

## INTRODUCTION

The position is based in the Human Resources Policy and Development Branch and it reports to the Branch Chief. The incumbent supervises the Organizational Design Unit (ODU) which is responsible for management, coordination and oversight of the Office's job design and job classification policies and for support to internal departments on organizational design. He/She interprets and applies HR policies, rules and regulations, implements internal procedures and proposes solutions to a wide spectrum of complex operational issues to foster a coherent and effective organizational design structure across the Office. He/She works in close collaboration with other HRD staff, external consultants, HR officers based in external offices, concerned line managers and the Staff Union as required.

## Description of Duties

### Specific duties

1. Provision of researched information and inputs for creation of organizational design and job evaluation tools and guidelines (e.g. toolkits, generic job descriptions, job families, organization charts, templates, web-based tools, etc).

2. Analysis of requirements and elaboration of proposals on organizational development, structural reviews and organizational design in order to better adapt the organization job profiles to evolving business realities and constituents' needs. Participation in the improvement of the current position management system with clear methods for improvement in service delivery.
3. Preparing new job descriptions (generic and specific ones) and preliminary classification of new positions when requested by the recruiting Units.
4. Reviewing of requests for classification, identification of gaps in submission, contacts with the originating Units and staff member.
5. Drafting technical evaluation reports on the classification of positions.
6. Liaise with the internal administrative bodies responsible for reviewing appeals concerning job grading and classification of positions and administer the internal appeal procedures as appropriate.
7. Preparation of regular analytical and statistical reports on classification and other reports as required.
8. Promoting organizational change and development through coherent and effective job design policies.

These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:

1. Review the work of other professional and general service staff for compliance with HR rules and regulations and for soundness of judgement and conclusions. May also directly supervise a specialised HR unit.
2. Provide expert advice on the development, implementation and administration of the area(s) of functional responsibility.
3. Assess and determine organisational and programme needs for new or modified HR policies and practices, taking into account changing circumstances and environment, and consult with managers and staff representatives on proposed HR policies or modifications, participating in negotiations with the Staff Union as required.
4. Conceive, formulate, test and advocate within the organisation new and/or improved approaches, processes or techniques for the delivery of HR services. Develop comprehensive and proactive procedures and programmes to deal with the HR needs of the organisation. Plan, direct and monitor the introduction of changes.
5. Formulate the position of the organisation on HR policies and on the application of rules and regulations to highly sensitive or contentious cases and recommend appropriate action to senior management.
6. Analyse HR regulations formulated at inter-agency level and ensure compatibility and alignment as appropriate for those formulated and applied by the organisation.
7. Serve as secretary to policy level committees in the area of expertise. Present and discuss technical matters and provide technical advice on positions to be taken at the inter-agency level.
8. Represent the organisation at inter-agency meetings as well as on missions. Prepare papers and statistics, exchange information on practices, negotiate the adaptation of common system practices, and enhance collaboration at the common system level. Represent the HR department in working group and joint committee meetings in the area of functional responsibility.
9. Prepare and conduct training in the relevant HR field.

## Required Qualifications

## Education

Advanced university degree in human resources management or other closely related field.

## Experience

Minimum seven years of professional experience in human resources management, of which at least three years at the international level. Proven expertise in organizational development, in particular on organizational design and job classification within organizations dealing with international operations.

## Languages

Excellent command of one working language and good knowledge of another. Proficiency in a third language will be considered as an asset. The official working languages of the ILO are English, French and Spanish.

## Competencies

Excellent knowledge of the theories, principles, methods, practices and techniques of human resources management with specific focus on organizational design and job classification. Thorough knowledge of policies, rules and procedures applicable to HR management in the UN system as well as knowledge of the Organization's HR policies, rules and procedures would be considered as an advantage. Ability to plan and organise work and to provide guidance and training to staff. Ability to provide expert advice. Ability to persuasively negotiate sensitive and contentious issues. Ability to represent the organisation and to present positions and papers in meetings and committees. Sensitivity to cultural differences.

## Additional Information:

Interviews for this post will take place between the last week of September and the end of October 2009. Candidates are requested to ensure their availability should they be short listed for further consideration.

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APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR WRITTEN TEST.

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## APPENDIX I

Albania	Angola	Antigua and Barbuda	Armenia	Austria
Azerbaijan	Bahamas	Barbados	Belize	Botswana
Brunei Darussalam	Cambodia	Cape Verde	Central African Republic	China
Congo	Democratic Republic of Timor-Leste	Equatorial Guinea	Estonia	Gabon
Gambia	Georgia	Grenada	Guinea	Guyana
Honduras	Iceland	Iraq	Japan	Kazakhstan
Kiribati	Kuwait	Kyrgyzstan	Latvia	Liberia
Libyan Arab Jamahiriya	Lithuania	Malawi	Malta	Marshall Islands
Montenegro, Republic of	Mozambique	Namibia	Oman	Papua New Guinea
Paraguay	Qatar	Republic of Korea	Republic of Moldova	Saint Kitts and Nevis
Saint Lucia	Saint Vincent and the Grenadines	Samoa	San Marino	Saudi Arabia
Seychelles	Slovenia	Solomon Islands	Somalia	Swaziland
Syrian Arab Republic	Tajikistan	Turkmenistan	Tuvalu	United Arab Emirates
United States of America	Uzbekistan	Vanuatu	Viet Nam	Yemen

## APPENDIX II CONDITIONS OF EMPLOYMENT

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules.
- The first contract will be issued for a twelve-month period (for Geneva-based positions) and a twenty-four month period (for non Geneva-based positions)
- A successful external candidate will be on probation for the first two years of assignment.
- Any extension of contract beyond the probation period is subject to satisfactory conduct and performance.

**Grade: P.4**

<b>Salary and post adjustment (with dependants)</b>		<b>US\$</b>
Salary	Minimum	69287
	rising to Maximum	90390
Post adjustment for Geneva	Minimum	55498
	Maximum	72402
<b>Salary and post adjustment (without dependants)</b>		<b>US\$</b>
Salary	Minimum	64521
	Maximum	83609
Post adjustment for Geneva	Minimum	51681
	Maximum	66970

Other allowances and benefits subject to specific terms of appointment:

- Children's allowance (except for the first child if the dependent rate of salary is paid in respect of that child);
- Children's education grant (per child per year);
- Pension and Health Insurance schemes;
- 30 working days' annual leave;
- Assignment Grant;
- Entitlement to transport expenses of personal effects;
- Repatriation Grant;
- Home-leave travel with eligible dependants every two years;
- Rental subsidy (if applicable).

Recruitment is normally made at the initial step in the grade.

The Director-General reserves the right to appoint candidates at one level below the grade of the advertised post.

Salaries and emoluments are exempt from taxation by the Swiss authorities and, on the basis of international agreements or national law relating to presence or residence abroad, are generally exempt from taxation by other governments. In the absence of exemption, in most cases tax paid will be reimbursed in accordance with an ILO document which will be supplied upon request.

**While the successful candidate will be initially working in Geneva he/she may be assigned to any duty station designated by the Director-General of the ILO.**

Please note that all candidates must complete an on-line application form.

To apply, please visit ILO's e-Recruitment website at: [erecruit.ilo.org](http://erecruit.ilo.org). The system provides instructions for online application procedures.

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

Currently accepting applications



ILO has a smoke-free environment