

Job Description

Job Title:	Chief, Recruitment and Staffing Branch, P5, DHR (Re-advertised)
Job ID:	2177
Location:	Headquarters
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

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Rotation

This post is non-rotational.

DURATION: One year (renewable)*

Organizational Setting

In the Division of Human Resources (DHR), the Chief, Recruitment and Staffing Branch, ensures the Organization is staffed with the best available talent from internal and external sources, oversees the provision of recruitment and staffing services to Headquarters, Regional and Country Offices and ensures the management of an effective service delivery platform. The Chief plays the leading role in the strategic management of talent through the redeployment of staff and recruitment of external candidates, providing authoritative guidance including organizational and job design are effectively addressed and overseeing the provision of high quality administrative services.

Reporting to the Director, DHR, the Chief operates in a complex organizational and multicultural environment requiring an in-depth knowledge of the recruitment and staffing landscape in a field-focused organization. He/she works in close collaboration with the Deputy Director, DHR and other Divisional Branches on cross-cutting strategic Human Resources issues. The Chief is accountable for ensuring client-focused solutions to complex organizational issues, and to continuously evaluate the effectiveness of recruitment business processes. The Chief supervises the work of the Branch, managing a team of Human Resources (HR) Specialists and HR Associates and monitors staff performance to accomplish the following

Main Tasks & Responsibilities

- Emphasizes and builds UNFPA's employment brand and promotes UNFPA as a great place to work;
- Ensures alignment of recruitment and staffing with rapidly changing corporate demands; ensures talent acquisition provides UNFPA with corporate advantages;
- Leads effective approaches for leveraging human capital at UNFPA to adapt to organizational priorities and structures; ensures provision of expert consultative services;
- Identifies and develops different talent sourcing mechanisms and uses HR metrics to assess their relative effectiveness;
- Develops a framework for workforce forecasting; provides analysis of trends and staffing scenarios;
- Introduces new business processes to address demands accordingly ensuring a client-focused and agile approach to complex recruitment and staffing issues;
- Plays a critical role, along with Learning colleagues, in the application of talent pools for leadership positions and leads and manages the annual rotation exercise for UNFPA rotational staff;
- Supervises the Junior Professional Officer (JPO), internship and fellowship programmes in UNFPA; supports development of new strategies to source candidates and innovative ways to develop existing candidates;
- Promotes awareness, understanding and support for policies and priorities in the areas of staffing, recruitment, organizational design and administrative services and reports to senior management of Branch's effectiveness;
- Identifies and monitors performance of recruitment, staffing and administrative service providers to UNFPA;
- Creates an effective team environment for provision of high quality staffing support services, promoting continual assessment of service quality;
- Supervises teams, providing managerial direction and motivation; supports team building by encouraging active participation and interaction with staff at all levels;
- Represents UNFPA at conferences, meetings and inter-organizational gatherings on HR and related matters. Represents UNFPA in inter-agency outreach activities, recruitment missions and job fairs;
- Carries out any other duties as may be required by the Supervisor.

Qualifications and Experience

Advanced university degree in Human Resources Management, Business or Public Administration, Administrative Law or one of the social sciences.

At least 10 years of progressively responsible experience in HR management, preferably some of which in a UN and/or multi-lateral setting. Demonstrated ability to deliver high quality service in a complex multi-cultural and political environment.

Professional competence and success in the delivery of innovative talent management strategies, cost-effective service delivery and staffing policy development in a complex multicultural environment.

Executive search/head hunting experience desirable.

Up-to-date knowledge of strategic HRM subject matter including different sourcing and innovative/tailored recruitment and staffing strategies for different job levels and occupational groups; experience in use of metrics and workforce planning.

Ability to lead and manage dynamic teams to achieve measurable results.

Fluency in written and spoken English and excellent drafting ability; proficiency in a second working language (French or Spanish) desirable.

Required Competencies

Core Competencies:

Commitment to UNFPA's Values and Guiding Principles;
Developing People/Fostering Innovation and Empowerment/Performance Management;
Team Work/Communication/Self-Management
Strategic Thinking/Results Orientation and Commitment to Excellence/Decision Making;
Knowledge Sharing and Continuous Learning

Functional Competencies:

Strategic alignment of human resource practices
Promoting organizational change and development
Promoting organizational learning and knowledge sharing
Impact and influence
Organizational awareness
Client orientation
Job knowledge/technical expertise

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

Compensation and Benefits

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of living adjustment, housing allowance, home leave, health insurance and other benefits.

Disclaimer

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* No expectancy of renewal in accordance with UN Staff Regulations 4.5

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