



Job Opening

Job Title: Human Resources Officer, P3
Department/ Office: OFFICE OF HUMAN RESOURCES MANAGEMENT
Duty Station: NEW YORK
Posting Period: 4 August 2011-3 October 2011
Job Opening number: 11-HRE-HUMAN RESOURCES MANAGEMENT-20719-R-NEW YORK

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

This position is located in the Headquarters Staffing Unit B, of the Headquarters Staffing Section (HQSS) in the Staffing Service of the Strategic Planning and Staffing Division, Office of Human Resources Management, which is entrusted with staffing responsibilities for departments/offices with work predominantly in the field. The incumbent will report to the Chief of Headquarters Staffing Unit B.

Responsibilities

Under the guidance of the Chief of the Headquarters Staffing Section (HQSS), and under the supervision of Chief of Staffing Unit B, the Human Resources Officer will have the following responsibilities related to staffing all categories of staff: (a) Provide advice, guidance and support to hiring managers, staff, permanent missions of Member States and applicants on staffing-related matters, including the use of the UN e-staffing system and the interpretation and application of regulations, rules, policies and procedures; (b) Provide support to departments/offices in filling vacancies by performing the full range of functions of a Human Resources Case Officer, which include ensuring that translations are completed, posting job openings, liaising with central review bodies, determining eligibility of candidates and assisting in pre-screening of applications; (c) Develop UN e-staffing tool application guidance materials. (d) Monitor and evaluate staffing-related activities of client departments/offices; (e) Assist in further developing and advising on the use of, and monitoring transactions to measure performance of the UN e-staffing tool; (f) Participate in training and briefing sessions for departments/offices on the staff selection system and the UN e-staffing tool; (g) Participate in diverse human resources projects, e.g. special recruitment campaigns in a specific occupational groups and/or department/office, in liaison with Member States and others, as appropriate.

Competencies

Professionalism: Demonstrated technical knowledge of human resources management, in particular with regard to staffing matters (i.e. recruitment, placement, etc.); analytical skills; Demonstrated technical knowledge on the development of e-staffing guidance materials; knowledge of the United Nations staff rules and regulations, human resources policies, procedures and practices.

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.

Technological Awareness: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

Education

Advanced university degree (Master's degree or equivalent) in public or business administration, human resources management or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced degree.

Work Experience

At least five years of progressively responsible experience in human resources management or related area. Experience in the staffing/recruitment is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of a second official United Nations language, particularly French, is an advantage.

Assessment Method

Evaluation of qualified applicants may include a substantive assessment, which may be followed by a competency-based interview.

United Nations Considerations

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.

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