

## DIRECTOR, HUMAN RESOURCES MANAGEMENT (HQ/12/GMG/FT498)

16 January 2013

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**Vacancy Notice No.:** HQ/12/GMG/FT498

**Date:** 7 January 2013

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**Title:** Director, Human Resources Management

**Application Deadline:** 1 February 2013  
(16 day(s) until closing deadline)  
Currently accepting applications

**Grade:** D2

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**Contract type:** Fixed-Term Appointment

**Duty Station:** Geneva, Switzerland

**Duration of contract:** One year

**Organization unit:** HQ/GMG General Management (HQ/GMG) / HQ/HRD Human Resources Management (HQ/HRD)

#### OBJECTIVES OF THE PROGRAMME :

A sound, well managed, responsive and efficient organization-wide Human Resources Management strategy and service delivery which support the work of WHO and its Member States, encompassing, but not limited to: HR Policy Development and Planning, Organizational Design and Job Classification, Talent Management (including Succession Planning, Recruitment, Career Development, Rotation and Mobility), Organizational Diversity, Conditions of Service, Compensation and Benefits, Staff Development and Learning, HR Legal Advisory Services, Administration of Justice, HR Administrative Review, Global Staff/Management relations, representation of WHO and influencing of inter-agency HR Common System initiatives, as well as the provision of global advisory services to management and staff.

#### Description of duties:

Leading, managing and motivating the staff of the Department of Human Resources Management, fostering teamwork and effective communications.

Providing technical leadership and vision in the formulation of Human Resources Management strategies, policies, procedures and systems which are linked to the strategic direction of WHO, in particular the General Programme of Work and the Programme Budget, taking into account the expectations of clients.

Ensuring organization-wide implementation and consistent application of Human Resources management policies and practices and advocating within the Organization the need for good human resources management at all levels.

Providing qualitative advice on critical business intelligence to Senior Management on HR Management issues, including workforce trends, enabling the Organization to plan appropriately.

Preparing the workplans for the Department and managing the human and financial resources allocated to the Department in line with the approved Programme budget and allocated ceiling, ensuring an efficient and effective achievements of the expected results, as well as timely monitoring and reporting.

Leading organizational transformation or change management initiatives involving HR issues, including addressing work/life balance, a healthy work place, achieving gender equity and diversity targets, rewards and recognition, a harassment-free environment, field conditions of service and fair compensation and benefits, and managing a fair, transparent organizational administration of justice and administrative review function.

Supporting managers across Clusters and Departments in HR planning, recruitment, and organizational design.

Overseeing the planning and implementation of executive/staff training and development programmes including but not limited to: organizational needs assessments; training/development programmes; career paths development; skill inventories and implementation of a succession planning for Management to meet present and future organizational needs.

Ensuring that learning programmes are designed to the highest standards and are cost-effective: learning programmes will be designed to meet the needs of the Organization and to maximize staff member involvement.

As the HR Business Owner, overseeing the related components of the ERP system (GSM), the proper functioning and enhancement-requirements of the system, ensuring adequate business level support, as well as furthering the smooth and efficient operation of the HR-related administrative transactions performed at the outposted Global Service Centre.

Ensuring and facilitating an open and transparent Staff/Management consultative process and harmonious relations.

#### REQUIRED QUALIFICATIONS

##### Education:

Essential

An advanced degree in either Human Resources Management, Business/Public Administration, Law, Social Sciences or another closely related field.

##### Skills:

Extensive knowledge of and recognized authority in the field of human resources management.

Demonstrated ability to lead and manage organizational transformation in a fast changing environment.

Demonstrated skills in strategic planning and results oriented action, as well as in provision of administrative services, programme planning and management.

Excellent negotiation and advocacy skills in an international or multicultural environment.

Knowledge of modern IT systems.

Experience in ERP systems desirable.

Knowledge of Oracle-based systems an asset.

WHO Competencies.

1. Producing results
2. Communicating in a credible and effective way
3. Building and promoting partnerships across the organization and beyond

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4. Creating an empowering and motivating environment
5. Promoting innovation and organizational learning.

**Experience:****Essential**

At least 10 years progressively responsible experience in Human Resources management or a related area - of which 5 years should be at a senior level in a medium to large organization in the private or public sector in a multicultural work environment.

**Desirable**

Knowledge of the conditions of service in the UN common system or International organizations/institutions or public sector.

Experience in workforce planning, and establishing a modern proactive recruitment and staffing system.

Demonstrated ability to manage change in a large public, or private sector organization.

**Languages:**

Excellent knowledge of English is essential. A working knowledge of French is desirable.

**Additional Information:**

Other similar positions at the same level may be filled from this Vacancy Notice. This vacancy is published in English only. This position will be subject to special selection procedures. An Executive Search firm is involved in the selection process.

**Annual salary:** (Net of tax)

USD 102981 at single rate

USD 112096 with primary dependants

**Post Adjustment:**

100.2 % of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

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A written test and interviews may be used as a form of screening

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Online applications are strongly encouraged to enable WHO to store your profile in a permanent database. Please visit WHO's e-Recruitment website at: [www.who.int/employment](http://www.who.int/employment). The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

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WHO is committed to workforce diversity.

Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual. Only candidates under serious consideration will be contacted.

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