



JOB DESCRIPTION

General Information

Title: **Associate Human Resources Officer**

Duration: 2 years

Date Required: ASAP

Duty Station: Vienna

Supervision

Direct supervision by: Ms. Hemamali Kularatne

Title of the supervisor: Human Resources Officer, Recruitment and Staff Development Unit (RSD), Office of the Executive Secretary

Content and methodology of the supervision: direct, frequent contact, oversight and discussion

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Human Resources (HR) Officer/RSD and the overall guidance of the Head Recruitment and Staff Development/RSD to:

- Contribute to the work in recruitment, talent acquisition, performance management and staff development services across the Provisional Technical Secretariat (PTS) in line with the relevant Staff Regulations and Rules, Administrative Directives, standard operating procedures and best practices;
- Support in the update and implementation of the recruitment roadmap, in accordance to the staffing plans of each PTS Division and in line with the organizational goals. Prepare background documentation for the weekly recruitment meetings with the Head/RSD, HR Officer/RSD and the relevant divisions representatives to discuss hiring needs and posts under recruitment;
- Support in recruitment operations, draft job descriptions, post vacancy announcements, review applications, produce long-lists for the supervisor's review and clearance; provide logistical support in the different stages of the recruitment process, including asynchronous interviews, e-tests, and act as ex-officio during competency-based interviews;
- Actively contribute to talent acquisition activities, including social media platforms, job boards, career fairs, webinars presentations, events, and outreach activities to attract a diverse pool of candidates;
- Work with a broad scope of internal stakeholders and keep abreast of HR practitioner networks with Vienna-based organizations;
- Assist the Recruitment and Staff Development Unit in further developing HR analytics and reports to assess the efficiency and effectiveness of the current procedures and talent acquisition efforts.

- Support in the different process of the CTBTO Performance Management (e-PAR) assisting staff and managers on the e-PAR process to ensure full compliance of performance appraisal process in the Organization;
- Contribute to process improvements within the Recruitment and Staff Development Unit and assist in the review of recruitment related policies and procedures by making comments/observations and recommendations, as needed;
- Perform any other functions, as required by the Recruitment and Staff Development Unit.

QUALIFICATIONS:

- University degree in business administration, human resources, law or in a related field;
- At least two years relevant working experience in the field of human resources management preferably in organization system improvement; knowledge of SAP/ERP would be an asset;
- Familiarity with the International Civil Service Commission (ICSC) Master Standards of classification is a distinct asset;
- Experience in HR analytics is a highly desirable;
- Excellent written and oral communication skills in English are essential.

COMPETENCIES:

- *Professionalism* – Strong theoretical background and some practical substantive experience in all phases of the recruitment and automated recruitment tools;
- *Planning and Organizing* – Ability to plan and organize work under pressure of frequent and tight deadlines identify priority activities and assignments and ensure efficient monitoring and implementation of work plans.
- *Communication* – Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse counterparts of the Human Resources Services;
- *Client Orientation* – Identifies clients' needs and matches them to appropriate solutions. Keeps clients informed of progress and delays in recruitment. Meets timeline as indicated and alerts the supervisor of any delays.
- *Technological awareness* – Actively seeks to apply technology including e-recruitment software. Shows willingness to learn new technology.
- *Teamwork* – Very good interpersonal skills and demonstrated ability to establish and maintain effective working relations with people in a multi-cultural environment with sensitivity and respect for diversity.
- *Managing Performance* – Accurately judges the amount for time and resources needed to accomplish a task and matches tasks to skills. Monitors progress against milestones and deadlines.
- *Judgment/Decision making* – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Proposes a course of action or makes a recommendation based on all available information.

Learning Elements:

On completion of the assignment, the Associate Human Resources Officer will have/be able to:

- Understand key policy and operational issues regarding talent acquisition for highly technical positions in CTBT.
- Obtain in-depth knowledge of HR principles and practices in CTBT, which are transferable and applicable to the rest of the UN system.
- Gain firsthand experience in working on issues related to mapping capacity partners for staffing purposes as a tool to enhance delivery of operational priorities and to increase operational effectiveness in Organization.
- Ability to propose monitoring tools to capture data on talent acquisition initiatives, in order to improve reporting.
- Understand the linkages between functional requirements and programme delivery.
- Develop an understanding of challenges faced by the CTBT in attracting female candidates to apply for vacancies.
- Ability to effectively work in collaboration with entities from across the UN system as well as with key internal and external stakeholders and strategic partners.