

## C. ADMINISTRATION DIVISION

1. **Associate Talent Acquisition Officer (Talent Outreach)**, Human Resources Branch (HRB)

I. Position Information	
<b>Division / Office:</b> ADM	<b>Grade Level: P-2</b>
<b>Branch / Section:</b> HRB	<b>Duration and Type of Appointment:</b> One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement
<b>JPO functional title:</b> Associate Talent Acquisition Officer (Talent Outreach)	
<b>Reports to:</b> Head, Talent Acquisition	

II. Job Purpose and Organisational Context
<b>The Junior Professional Officer (JPO) Programme:</b> <p>The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.</p> <p>During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.</p>
<b>Job Purpose:</b> <p>The incumbent is responsible for developing and implementing outreach, sourcing and</p>

social media strategies in support of quality recruitment and in support of the geographical diversity and gender parity initiatives of the Organization.

**Reporting structure and partners:**

The incumbent works under the direct supervision of the Head, Talent Acquisition and the overall strategic guidance of the Head, Human Resources Branch. The incumbent works closely with and provides advice to the Talent Acquisition team of the OPCW, and to OPCW managers on talent outreach initiatives.

### III. Supervision

**Name of Supervisor:** Mr. Milan Jelenkovic

**Title of Supervisor:** Head, Talent Acquisition

**Content and methodology of supervision:**

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal;

### III. Duties, Responsibilities and Output expectations

1) Advises the Head TA, on planning and co-ordination of OPCW Technical Secretariat's outreach activities, plans and coordinates with the relevant stakeholders;

2) Advise the Head, TA on the development and implementation of targeted outreach and sourcing strategies, implements strategies by partnering with both internal and

external stakeholders. Maximize the use of HR analytics in support of outreach strategies;
3) Work closely with State Parties and National Authorities, in particular with Regional Groups with low numbers of applications, with the aim of developing and implementing outreach strategies for attracting a diverse pool of candidates;
4) Devise and implement sourcing strategies to build pipelines of potential applicants. Advise the Talent Acquisition team and hiring managers on best sourcing and outreach solutions;
5) Identify, promote and implement initiatives on outreach and other sourcing techniques such as career platforms and the use of social media;
6) Conduct and deliver presentations at webinars and outreach events, as well as job fairs, conferences to seek and attract potential candidates, and promote the OPCW Employer brand;
7) Conduct training to staff of the OPCW Technical Secretariat for their participation as OPCW Employer brand Ambassadors, and prepare the outreach related promotional and information materials as required;
8) Keep up to date with best practices at United Nations and other International Organizations;
9) Performs other Recruitment related activities, such as participating in selection panels, when requested.

IV. Values, Competencies and Selection Criteria	
Core Values	Description of Value / Competency
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates the values of the OPCW in daily activities and behaviours</li> <li>• Acts without consideration of personal gain</li> <li>• Resists undue political pressure in decision-making</li> <li>• Does not abuse power or authority</li> <li>• Stands by decisions that are in the Organisation's interest, even if they are unpopular</li> <li>• Takes prompt action in cases of unprofessional or unethical behaviour</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Shows pride in work and in achievements</li> <li>• Demonstrates professional competence and mastery of subject</li> </ul>

	<p>matter</p> <ul style="list-style-type: none"> <li>• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results</li> <li>• Is motivated by professional rather than personal concerns</li> <li>• Shows persistence when faced with difficult problems or challenges</li> <li>• Remains calm in stressful situations</li> </ul>
<b>Respect for Diversity/Gender Equality</b>	<ul style="list-style-type: none"> <li>• Works effectively with people from all backgrounds</li> <li>• Treats all people with dignity and respect</li> <li>• Treats men and women equally</li> <li>• Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making</li> <li>• Examines own biases and behaviours to avoid stereotypical responses</li> <li>• Does not discriminate against any individual or group</li> </ul>
<b>Core Competencies</b>	
<b>Innovation:</b> Ability to instigate needed change and to show a positive and open attitude towards change. To understand how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team.	
<b>Teamwork:</b> Ability to focus, align and build effective groups. To be willing to share or partner with others and acknowledge the whole being greater than the sum of the parts.	
<b>Planning &amp; Organizing:</b> Ability to plan and work in a systematic and organised way. To support the Organisation in meeting its deliverables through its employees.	
<b>Client Orientation:</b> Ability to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance. To serve both internal and external clients and build sustainable relationships.	
<b>Communication:</b> Ability to listen, adapt, persuade, and transform. To speak fluently; express opinions, information, and key points of an argument clearly; to present information with skill and confidence. To possess knowledge of effective and appropriate communication and have the ability to use and adapt that knowledge in various contexts.	

## V. Recruitment Qualifications

<b>Education:</b>	<p>Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, marketing, social sciences or a related field. A first level university degree in combination with qualifying experience (minimum 4 years) may be accepted in lieu of the advanced university degree.</p>
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<b>Experience:</b>	<ol style="list-style-type: none"> <li>1. A minimum of two years of working experience in in the field of human resources management with emphasis on talent outreach</li> </ol> <p>Or</p> <ol style="list-style-type: none"> <li>2. A minimum of four years of working experience in a relevant field with a first level university degree;</li> <li>3. Experience and knowledge of sourcing techniques, including social media;</li> <li>4. One year of relevant experience is preferably acquired at international level.</li> </ol>
<b>Language Requirements:</b>	Excellent written and spoken English is required;
<b>Other desirable education, languages and work experience:</b>	<ol style="list-style-type: none"> <li>1. Good IT skills (Excel, Word, Outlook, PowerPoint, etc.);</li> <li>2. Certification in the field of Human Resource Management is desirable;</li> <li>3. Relevant experience in the United Nations system or other multilateral organizations is desirable;</li> <li>4. Good knowledge of Spanish (both written and oral) is desirable.</li> </ol>

## VI. Training and Learning

The JPO will benefit from the following specific training and learning modalities/ opportunities in the receiving office:

- Internal and external training opportunities, eLearning and knowledge sharing;
- As many different learning options as possible;
- Advice on training, learning and development opportunities.

## VII. Background Information

### **Information on the receiving Division/Office/Branch:**

The Human Resources Branch (HRB) is a strategic partner to managers, staff and the Organisation as a whole. Identifying the skills and people an organisation needs to deliver on its mission and strategic goals, then hiring the best candidates to meet the identified needs is essential to the organisation's very survival, let alone its ability to grow. In the wake of the ongoing discussions in relation to the importance of geographical and gender diversity, the Junior Professional Officer will support the organization with the implementation of the Employer Branding strategy and the decisions of the State Parties on the topic of geographical and gender diversity. The incumbent will work in the Talent Acquisition Team (TA) staffed with 1 Head, TA and 4 TA Assistants.