

Terms of Reference

Title: Associate HR Policy Officer Post Level: P-2 Reports To: Human Resources Policy Officer	Organisational Unit: Human Resources Branch (HRB)
1. Organisational setting: <p>By providing service excellence to senior managers and staff in relation to Human Resources Management, policy and staff administration the Human Resources Branch provides and sustains a quality human resource and workforce management framework to ensure the Secretariat can fulfil its strategic and operation objectives efficiently and effectively. This is achieved through human resources support in workforce planning and recruitment of personnel, in integrated support to managers and staff members in relation to performance management, conflict and dispute resolution, and grievances and disciplinary cases and by administering the terms and conditions of appointments of the Secretariat's workforce.</p>	
2. Main purpose of the post: <p>This Associate Human Resources (HR) Policy Officer is a part of HR Governance. The incumbent will provide support, analysis and advice in the development of and consistent interpretation and communication of the OPCW HR policy framework as well as support in the management of employee relations cases.</p>	
3. Duties and responsibilities:	
1) Review, revise and draft HR policies and communication pieces in close collaboration with the relevant HRB teams and in consultation with the Office of the Legal Advisor; consider relevant data when drafting policy elements.	
2) Undertake research on best practices throughout the UN Common System and other comparable organisations; propose certain practices and processes for adaptation by OPCW.	
3) Draft procedures and guidelines in consultation with relevant stakeholders, ensuring consistency with the Organisation's priorities, legislative framework and management objectives.	
4) Conduct analysis, research, and advice on HR aspects of assigned grievances, appeals, disciplinary matters, and other contentious cases taking into account the Human Resources policy framework, precedent and lessons learned.	
5) Support the assigned HR focal point with the management of the formal internal appeal and disciplinary processes and assist in preparing the Organisation's case submissions and providing logistical and data support for investigations, paying particular attention to legal compliance and deadlines.	
6) Conduct lessons learned and analysis on the effectiveness and impact of HR policies, processes and practices; suggest areas for improvement. Maintain a policy and lessons learned inventory.	
7) Participate in broader HR and cross-functional projects and initiatives.	
4. Minimum Qualifications Required: Education: <ul style="list-style-type: none"> An advanced university degree in human resources management, industrial or organisational psychology, law, public or business administration, social sciences, or other relevant field. A first level university degree in a related field in combination with qualifying experience (4 years) may be 	

accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in human resources, in particular policy, or higher-level executive support.
- Strong drafting, communication and analytical skills are a must.
- Demonstrated versatility in a variety of IT applications and programmes, such as Canva or other media channels. Familiarity with MS Office Suite is a must.
- Prior experience working on international topics is desirable.
- Experience outside of home country/place of permanent residence is desirable.
- Knowledge of conflict resolution is desirable.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- Communication: Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- Teamwork: Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts
- Planning & Organizing: Ability to plan and work in a systematic and organised way. To support the Organisation in meeting its deliverables through its employees.

Language requirements:

- Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, Spanish) is desirable.

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. 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; Knowledge of HR best practices throughout the UN Common System; Exposure to internal and external legal systems, including appellate bodies.

6. Work relationships/partnership:

The incumbent works under the direct supervision of the Human Resources Policy Officer and the overall strategic guidance of the Head, Human Resources Branch. The incumbent works in close collaboration with the HRB teams, the Office of the Legal Advisor and other key counterparts to design robust policies, processes and practices.