

<b>Vacancy No:</b>	<b>VA/UNSSC/001/2026</b>
<b>Post Title:</b>	<b>Human Resources Officer, P3</b>
<b>Organizational Unit:</b>	<b>Integrated Business Centre—Administrative Services</b>
<b>Duty Station:</b>	<b>Turin, Italy</b>
<b>Duration:</b>	<b>1 year; extensions are subject to satisfactory performance and availability of funds</b>
<b>Deadline for applications:</b>	<b>11 February 2026</b>

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At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect.

The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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### **Organizational Context:**

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

The United Nations System Staff College operates through two distinct but inter-dependent departments: 1) Learning and Knowledge Services (LKS), and 2) Integrated Business Services (IBS). The IBS adds value to the relationship between UNSSC, its clients and donors through integrated support to UNSSC's Directorate and programmes in the areas of Administrative Services, Digital Learning Services, and Client Management Services.

Administrative Services include: Policy and Planning, Human Resources, Budget and Finance, Office premises and Logistics, and Information and Communication Technology Services.

## **Terms of reference:**

Reporting to the Chief of Administrative Services, and with delegated authority, the incumbent will manage Human Resources activities across the personnel lifecycle (job classification, recruitment, hiring, contract and work life administration, separation) ensuring alignment with UNSSC strategic priorities and institutional efficiency goals. Specific responsibilities include:

### **Workforce planning and job design**

- Support managers in defining team competencies and structures and in selecting suitable contractual arrangements to ensure efficient and adaptable staffing aligned with organizational needs and the evolving UN80 framework.
- Work with Senior Management to plan upcoming vacancies by mapping required lead times for classification and recruitment to ensure timely staffing.
- Draft and support the preparation of Terms of Reference for post classification in line with established guidelines, including conducting job analysis to ensure clarity of functional scope, required competencies, and alignment with organizational needs.
- Provide guidance to programme managers on the implementation of classification policies and procedures, advising on the design and refinement of job descriptions to ensure the best structural fit for programme requirements.

### **Recruitment and Contract Management**

- Prepare and advertise vacancy announcements for staff and non-staff positions.
- Supervise the screening and evaluation of applications to prepare long lists of eligible candidates, with a focus on compliance with established criteria.
- Organize and facilitate the proceedings of Interview and Selection Panels, ensuring adherence to organizational recruitment policies.
- Coordinate the design and administration of written assessments and interviews for candidates.
- Draft comprehensive reports on behalf of the Interview and Selection Panel, summarizing recommendations for candidate selection.
- Serve as ex-officio member of Interview and Selection Panels, ensuring procedural compliance.
- Conduct and/or validate reference checks for recommended candidates, ensuring thorough due diligence.
- Initiate, draft, and process a wide range of personnel actions, including but not limited to appointments, contract extensions, and separations.
- Administer benefit and entitlements of staff through UNDP (service provider).

### **HR Policy Development and Implementation**

- Draft and update HR policies and procedures, ensuring alignment with UNSSC objectives and best practices.
- Deliver training sessions and presentations to UNSSC staff on new or revised HR policies and procedures.
- Conduct research on HR-related policies and issues, providing evidence-based advice to support policy formulation.
- Actively participate as UNSSC focal point in inter-agency discussions on organizational policies and procedures.
- Lead consultations to engage UNSSC managers in policy development, when appropriate.
- Serve as a strategic advisor to UNSSC managers, offering tailored guidance on complex HR matters and emerging challenges.
- Provide authoritative advice on the interpretation and application of policies, regulations, and rules, including offering recommendations on policy exceptions.
- Provide timely and confidential HR advice to managers and personnel on workplace relations, performance and behavioural concerns, contract queries, and duty-of-care issues, ensuring consistent and policy-aligned solutions.
- Promote equality by integrating gender, diversity and disability considerations into HR policies, processes, analytics, and reporting, and by fostering inclusive practices across all stages of the personnel lifecycle.

### **Learning and People Development**

- Lead the participatory process for the biennial Learning and People Development Strategy, consolidating inputs from personnel and supervisors and aligning outcomes with institutional priorities.
- Review and assess all individual and group learning requests to ensure alignment with the UNSSC Learning and People Development Strategy and with personnel's Performance Management and Development (PMD) goals, verifying eligibility and compliance.
- Manage the Learning Fund, track usage and impact, and provide analytical reporting to the Director on learning trends and outcomes.

### **HR Function Coordination**

- Supervise and provide guidance to junior HR colleagues in the execution of HR administrative tasks, including financial obligations related to consultancy contracts, personnel file maintenance, and the processing of staff entitlements.
- Supervise colleagues on protocol-related matters vis-à-vis the Italian Ministry of Foreign Affairs and local authorities, ensuring compliance with applicable procedures and timely submission of required documentation.
- Oversee and monitor the effective organization and upkeep of the human resources filing system, safeguarding confidentiality and data integrity.

- Coordinate UNSSC effort in drafting action plans and report on system wide exercises on HR-related priority areas (Gender Equality and Empowerment of Women, prevention and response to sexual harassment and sexual exploitation and abuse, etc.)
- Lead the collection, analysis, and upload of UNSSC data on UN system-wide platforms.
- Drive continuous improvement in HR data management, analytics, and reporting, with a view to enhancing efficiency, data quality, and the effectiveness of workforce planning and overall organizational performance.
- Standardize HR analytics and reporting templates to reduce manual workload and improve data consistency across duty stations.
- Contribute to IBC effort in process automation and digital record-keeping to enhance efficiency, facilitate reporting, and support data-driven decision-making.
- Leverage HR analytics and emerging AI tools to simplify and improve HR SoPs and workflows, supporting greater efficiency, consistency, and opportunities for shared services across duty stations and potentially across entities.
- Lead knowledge-management and internal communication efforts for HR, including the development of guidance materials and the delivery of internal clinics to help personnel understand and navigate HR policies, procedures, and compliance requirements.

Perform other duties within functional profile as assigned and deemed necessary for the efficient functioning of the office and the Organization.

### **Competencies:**

**Professionalism:** Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Able to analyze and interpret data in support of decision-making and convey resulting information to management.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such

decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Client orientation:** 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.

### **Qualifications required:**

**Education:** Advanced university degree (Master’s degree or equivalent) in human resources management, business or public administration, social sciences, education or related area.

**Experience:** A minimum of five years of progressively responsible experience in human resources management, administration or related area. 2 years or more of experience in international environment is desirable. Previous exposure to supervisory functions is desirable.

### **Languages and other skills**

- Fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage..

- Good knowledge of office technology such as ERP and MS Office package (required).
- Basic knowledge of data visualization tools is desirable.

### **Submission of applications**

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position

Please apply through the online application form available at:

<https://www.unssc.org/about/employment-opportunities>.