



Vacancy No.: VA/UNSSC/009/2021

Post Title and Level: Associate Human Resources Officer, P2

Organizational Unit: UNSSC Operations

Duty Station: Turin, Italy

Duration: One year, extension of the appointment is subject to availability of funds and satisfactory performance

Deadline for applications: 20 September 2021

The UNSSC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply

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Organizational context:

The main goal of the Operations unit is to provide effective support to the Staff College's strategic priorities in the short, medium, and long term. Its main mandate is to provide timely, efficient and effective support to the Staff College with respect to the full range of budget, finance, human resources, information & communication technology (ICT), procurement and support services.

Responsibilities:

Reporting to the Chief of Operations, the Associate Human Resources Officer will provide HR support services to the Staff College in the following areas: HR policy formulation and post classification; recruitment, hiring and separation of personnel; staff benefits and entitlements; personnel training and development.

HR Policy Formulation and Post Classification

- Provide advice to the UNSSC managers on matters related to HR;
- Conduct research on a range of HR related policy/issues and provide advice in the preparation of HR policy and procedure;
- Provide advice and support to the UNSSC Senior Management on the formulation and implementation of specific policies related to special working arrangements;
- Liaise with UN medical doctors and other designated medical advisors in updating UNSSC policy and guidelines related to the Covid-19 Pandemic;
- Draft HR policy and procedures for the College;
- Provide training and presentation to the College staff with regard to new policies and procedures;
- Draft and assist in drafting of Terms of Reference for post classification;
- Provide guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.

Recruitment/hiring/separation

- Coordinate with the UNSSC Senior Management in identifying upcoming vacancies.
- Prepare vacancy announcements for staff and non-staff job openings
- Screen applications for vacancies, including preparing long lists of candidates with an indication of their eligibility
- Organize and facilitate Interview and Selection Panel's meetings

- Facilitate written assessments and interviews
- Prepare Interview and Selection Panel's reports and review recommendation on the selection of candidates by the Interview and Selection Panel
- Serve as ex-officio in the Interview and Selection Panel
- Conduct/validate reference checking on recommended candidates
- Conduct the recruitment process for consultants and individual contractors
- Supervise the maintenance of the human resources filing system.

Staff Benefits and entitlements

- Initiate and prepare documentation of a broad variety of personnel actions (i.e. initial appointment, contract extension, separation, etc.)
- Supervise the recording of UNSSC staff attendance and personnel files
- Liaise with UNDP, the College's service provider, on matters related to staff benefits and entitlements
- Monitor the work of junior colleagues in carrying out any hr-related administrative transactions, including financial obligations for consultancy contracts, maintenance of leave record and requests for accreditation and entitlements for staff members to the Italian Ministry of Foreign Affairs.
- Provide advice on interpretation and application of policies, regulations and rules. Review and provide advice on exceptions to policies, regulations and rules.

Personnel training and development

- Act as ex-officio member of the UNSSC Personnel Training and Development Committee
- Organize group training for UNSSC in accordance with the Personnel Training and Development plan
- Provide induction orientation and briefing to new staff members.

Competencies:

Professionalism:

In-depth 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.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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 & 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.

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.

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.

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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications and Experience

Education

A first-level university degree in human resources management, business or public administration, social sciences, education or related field.

Work Experience

This position requires:

- A minimum of two years of progressively responsible experience in human resources management, administration or related area. .
- Experience in an international environment, especially a working environment similar to UNSSC, is an asset;
- Experience with any Enterprise resource-planning tool (ERP) is an asset.

Languages

- Excellent knowledge of English and Italian. Knowledge of other UN official language is an asset.

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>); and
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position.

The application should be submitted preferably by e-mail vacancy@unssc.org with a subject title of “Application for Associate Human Resources Officer: VA/UNSSC/009/2021”.

Late submission of application and/or incomplete application will not be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 20 August 2021