

Advertisement

Associate Experts Programme **Associate Expert in Human Resources Management**

*United Nations,
Department of Field Support, Office of the
Under-Secretary General*



**Closing date
1 September 2014**

Vacancy Announcement INT-150-14-P003-01-V

I General information

Title:	Associate Human Resources Officer
Sector of Assignment:	Senior Leadership Appointments Section
Country:	United States
Location (City):	New York
Organisation:	United Nations Department of Field Support/Office of the Under-Secretary General/ Senior Leadership Appointments Section
Duration of Assignment:	1 year (with possible extension for another year)
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed **exclusively to candidates with the Dutch nationality**. For criteria see also the website of Nedworc Foundation:
<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hooofdhash>

II Duties, responsibilities and Output Expectations

General: The incumbent supports the work of the Senior Leadership Appointments Section within the Department of Field Support, which is responsible for planning and managing the appointment of senior leadership in United Nations Peacekeeping Operations and Special Political Missions.

Under the overall direction and supervision of the Deputy Chief of the Section, and overall supervision of the Chief of Section.

He/she will be responsible for:

- Providing support to the Section in establishing management tools and mechanisms which allow for effective succession planning for senior positions;
- Providing assistance in drafting Terms of References and Job Profiles, as well as other documents related to the planning and management of senior leadership appointments;
- Preparing candidate slates and comparative evaluation tables of the background and skills of candidates to senior positions; conduct search/outreach in order to identify suitable

- candidates for specific posts;
- Providing assistance to the Section in the development of performance management criteria for senior mission leaders;
 - Serving as focal point to senior level recruitment processes led by Field Personnel Division and involving the Senior Review Group;
 - Analyzing gender and geographic trends across leadership positions in the field; provide input to various internal reports, studies, evaluations, audits, policies, and high level talking points;
 - Monitoring progress towards the achievement of the Organization's gender targets and supporting the Section's Gender focal point in specific initiatives to improve the representation of women in senior leadership positions;
 - Assisting in the Section's outreach initiatives to individual candidates and maintenance and development of internal/external partnerships;
 - Assisting in the development and maintenance of the Section's Senior leadership database;
 - Providing support to the conduct of interdepartmental senior management meetings, including all document preparation, distribution and follow-up;
 - Any other activities or tasks as may be required.

III Training component: Learning elements and expectations

On completion of the assignment, the Associate Expert will be able to:

- Understand human resources management as it applies to senior positions in UN Peacekeeping Operations;
- Understand complex criteria and requirements of UN field operations at the senior level;
- Interpret and apply relevant UN staff rules and regulations.

The AE/JPO training programme includes the following learning elements:

- On-arrival briefing for Associate Experts based in New York
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values.
- Possibility to participate in the orientation programme for Junior Professional Officers and Associate Experts in Turin in fall 2015

IV Supervision

Title of supervisor:

Deputy Chief of Section

Content and methodology of supervision

After initial training, the Associate Expert will work as an Associate Human Resources Officer assigned to the Senior Leadership Appointments Section, under direct supervision of the Deputy Chief of the Section, and overall supervision of the Chief of Section.

Establishment of a Work Plan:

During the first month of the assignment, the Associate Expert will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the Associate Expert and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the Associate Expert's performance.

V Required Qualifications and Experience

Education:

Advanced University degree (Master's degree or equivalent) preferably in public or business administration, human resources management or related area such as education and social science.

Working experience (incl. internships and volunteering):

Preferably 2 to maximum of 4 years of entry level professional experience in human resources management, business administration or process, legal analysis or related area. Experience working in developing countries or in conflict/post-conflict zones desirable. Knowledge of the UN System and Inter-agency experience an asset. Excellent analytical, communication and drafting abilities required.

Languages :

Knowledge of English required; knowledge of another official language of the United Nations desirable.

Other skills:

First experience in business consulting and / or project management would be particularly welcomed, as would be prior exposure to monitoring and evaluation environments. Good knowledge of MS Office Software (Word, Excel, PowerPoint, Access) required, experience with online collaboration tools, data bases and business intelligence tools desirable.

UN competencies:

Professionalism – Demonstrates professional competence and mastery of subject matter. Conscientious and efficient in meeting commitments, observing deadlines and achieving results. Remains calm in stressful situations. Able to handle all material and information confidentially and with discretion.

Planning and Organising – Highly effective organizational skills and ability to prioritize own work programme and that of more junior staff.

Teamwork – Strong interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with counterparts and client departments.

Communication – Ability to write in a clear, accurate and concise manner and to communicate effectively orally.

VI Background information on Agency/Department/Section

Reporting directly to the Under Secretary-General, Department of Field Support, the Senior Leadership Appointments Section serves as a centralized resource and emerging centre of excellence in support of improved identification and recruitment of core leadership in the field.

The Section provides a proactive and strategic approach to identifying and attracting senior leaders in order to enable the Secretary-General to select the most suitably qualified individuals, with due regard to geographical distribution and gender balance.

Key values specific to the Section include: Identifying suitably qualified leadership; supporting integration and balanced senior teams, geographical and gender diversity, responsiveness, accuracy of information; and transparency.

VIII How to apply

Candidates who would like to apply should do so by e-mail only, indicating the VA Number in the subject heading of the e-mail to tcrecruit@un.org

Applications must include a letter of motivation and the United Nations Personal History Statement. This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>

Applications must be received no later than **1 September 2014**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. **Only short-listed candidates will be contacted thereafter.**