

Advertisement

Associate Experts Programme Associate Expert in Business Management and Human Resources Management



*UN System Chief Executives Board for
Coordination (CEB), Geneva Office*

***NEW extended
Closing date
29 June 2014***

Vacancy Announcement INT-150-14-P039-01-V

I General information

Title:	Associate Expert in Business Management and Human Resources Management
Sector of Assignment:	Management / Administration, Inter-Agency Coordination
Country:	Switzerland
Location (City):	Geneva
Agency:	United Nations System Chief Executives Board (CEB), Geneva Office
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
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 the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

II Duties, responsibilities and Output Expectations

General: To support the work of the High Level Committee for Management (HLCM), the HR Network and other HLCM Networks and the Harmonization of Business Practices (HBP) initiatives through the duties and responsibilities listed below.

Under the overall direction and supervision of the Senior Inter-Agency Advisor on Human Resources Management, the Junior Professional Officer / Associate Expert will be:

1. Assisting, through information collection and analysis, in carrying out studies and research on issues of system-wide importance in the area of Human Resources Management and – where applicable – other management functions (Finance & Budget, Procurement, Information & Communication Technology);
Contributing to the design and implementation of enhanced inter-organisational data collection and reporting initiatives and the enhancement of reporting to Member States and Governing Bodies in CEB member organisations.

2. Providing substantive and administrative support in the preparation, organization and servicing of HR Network sessions, workshops and working group meetings and those of the High-level Committee on Management, and supporting the preparation of the HR Network for Sessions and Working Group meetings of the International Civil Service Commission (ICSC).
Supporting Project Management of business improvement initiatives in the areas of Human Resources and – where applicable – other management functions, this may also include devising communication strategies for resources mobilization and results dissemination of relevant initiatives.
Contributing to initiatives to enhance knowledge management and experience exchange among Senior Managers and technical experts in Human Resources Management and – where applicable – other management functions of UN System and other International Organisations
3. Editing, proof-reading and content formatting of relevant documents to meet with CEB website style and technical requirements.
Undertaking other duties as may be required.

III Training component: Learning elements and expectations

On completion of the assignment, the Associate Expert will have

- Developed a good overview and of interagency mechanisms and a deep understanding of the individual mandates, priorities and challenges of UN system organizations
- Gained substantive knowledge of managerial, administrative and operational issues, policies and procedures relevant to all or certain members of the UN system in a cross-functional manner, with the ability to draft policy and project proposals
- Been exposed to coordination, decision-making and experience exchange at Senior and Executive level across UN System organizations
- Gained insight into communication with a variety of stakeholders including Member States and Governing bodies, with the ability to draft documents for submission of Governing bodies
- Developed presentation skills and gradually enhance exposure to senior managers (in particular HR Directors) of UN System organizations and building a professional network across the UN system

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

- Orientation programme for Junior Professional Officers and Associate Experts, Turin, Italy 22 September 2014 – 04 October 2014
- On-arrival briefing for Associate Experts based in Geneva
- 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.

IV Supervision

Title of supervisor:

Senior Inter-Agency Advisor on Human Resources Management

Content and methodology of supervision

Induction of proposed Associate Expert:

Upon initiation of the assignment, the supervisor will conduct meetings to discuss and explain in detail the terms of reference of the Associate Expert's assignment. Each of the duties and

responsibilities contained in the job description will be discussed to ensure a common understanding and interpretation of the precise content, meaning and reading of the tasks. Overall goals of the assignment will be detailed and the expected contributions of the Associate Expert to the overall goals will be specifically highlighted.

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 in Business or Public Administration or other relevant disciplines (i.e. human resources, management, behavioural sciences, business, finance / controlling, public sector management or other related field).

Working experience (incl. internships and volunteering):

A minimum of 2 and maximum of 4 years of entry level professional experience in the area of Human Resources Management, Finance or other related management areas (such as Business Administration, Public Management) .

Languages :

Fluency in oral and written English essential; knowledge of French or another official UN language a strong advantage.

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** – Knowledge and understanding of the functioning of organizations of the UN system and CEB and its high-level committees; good research, analytical, consulting and problem-solving skills, including ability to identify and approach issues in a holistic and integrated manner; familiarity with and experience in the use of various research methodologies and sources, including on the Internet, intranet and databases; ability to apply good judgment in the context of assignments given, ability to plan own work and manage conflicting priorities.
- **Commitment to Continuous Learning** - Willingness to keep abreast of new developments in the field of inter-agency cooperation and programme and management coordination.
- **Communications** - Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, studies, presentations and other communications and to articulate ideas in a clear, concise style.
- **Technology Awareness** - Fully proficient computer skills and use of relevant software and other applications, e.g., word processing, graphics and presentation software (MS Office), spreadsheets and other statistical applications (MS Excel and Access, preferably user experience with SQL databases), and electronic applications for research, knowledge management, communication etc.
- **Teamwork** - Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships across organizational boundaries and in a multi-cultural, multi-institutional environment with sensitivity to diverging stakeholder interests and respect for diversity, including

gender balance.

VI Background information on Agency/Department/Section

The UN System Chief Executives Board for Coordination (CEB) is the highest inter-agency body for coordination in the UN system on social, economic and related matters. CEB is chaired by the UN Secretary-General and is composed of the executive heads of 29 organizations of the UN system. It aims to advance cooperation and coherence among UN system organizations (specialised agencies, funds and programmes, and other related organisations) in programme, management and operational areas through a coordinated approach on issues of system-wide concern. The CEB meets twice a year.

Substantive inter-agency work is carried out by the CEB's three pillars: the High Level Committee for Programmes (HLCP), the High Level Committee for Management (HLCM) and the United Nations Development Group (UNDG). These bodies meet twice a year prior to CEB meetings, in order to ensure that their work feeds into CEB discussions. These pillars provide direction and guidance to substantive networks, working groups and task forces in each area under their responsibility.

The Director of the CEB Secretariat in Geneva serves as Secretary of HLCM. HLCM identifies and analyzes administrative management reforms with the aim of improving efficiency and simplifying business practices. The Committee is comprised of senior administrative managers from the member organizations of the United Nations system who meet twice a year. It is supported by networks in Finance and Budget, Human Resources, Procurement, ICT, and Security Management, as well as the Task Force on Accounting Standards. In addition, HLCM guides a variety of specific inter-agency projects. These projects are funded through the Harmonization of Business Practices (HBP) initiative; a multi-donor trust fund that supports concrete inter-agency initiatives aimed at improving efficiency of management processes, or improve coordination through enhances transparency and reporting.

In this context, the HLCM – Human Resources Network brings together those responsible for the Human Resources management of the organizations of the United Nations system. The HR Network has two major roles: a) to provide strategic advice to the Chiefs Executives of the system on human resources management developments, ensuring best practices across the system and b) to prepare, on behalf of the CEB, input and exchange with the International Civil Service Commission (ICSC), which is responsible for the regulation and coordination of the conditions of service of the United Nations common system.

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 **29 June 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.