

Post title: Associate Human Resources Officer
Domain: Human Resources/Administration
Post Number: 1CAUIS0033PA
Grade: P2
Organizational Unit: UNESCO Institute for Statistics,
Administration, Finance and Human Resources
(UIS/ADM)
Primary Location: Montreal, Canada
Recruitment open to: Internal and External candidates
Type of contract: Project Appointment
Annual Salary: **Approximately US\$ 61 618**
Deadline (*midnight, Paris time*): **13 March 2016**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the UNESCO Institute for Statistics and the direct supervision of the Senior Administrative Officer, Administration, Finance and HR (ADM) Section, the incumbent shall provide advice and support to managers and staff on a wide range of human resources (HR) related matters, including HR planning, recruitment, staff services / relations, performance management and training / career development. The incumbent would be responsible for the direct supervision and monitoring the work of up to 2 HR Assistants in carrying out HR-related functions.

S/he will, with assistance, be responsible for the delivery of the full suite of services defined below. At any given time, the Associate Human Resource Officer functions will consist of a subset of the following responsibilities however the incumbent needs to be capable of performing all of these responsibilities.

- 1) Recruitment and Placement of staff and collaborators
 - a) Prepare vacancy announcements, post vacancies, review applications, and provide a short-list to Sections or Units; b) Participate in interview panels; c) Review recommendation on the selection of a candidate by an Organizational Unit; d) Finalize recruitment recommendation paperwork for review by immediate supervisor for presentation the UIS Director.

- 2) Administration of staff transactions and entitlements
 - a) Oversees HR administrative transactions, including preparation and/or processing of personnel actions and contracts; b) Provide advice on salary and related benefits and entitlements; c) Provide advice on interpretation and application of policies, regulations and rules; d) Coordinate review of the applications for the internship/fellowships/loans, handling correspondence with organisations and applicants.

- 3) Coordination of Staffing Data, HR record keeping and reporting
 - a) Complete forms to support the various HR processes for transmittal to UNESCO Headquarters; b) Analyze and monitor UIS data entry into the UNESCO HR systems (i.e. Service Contracts, extensions, leave management, performance appraisals, etc.); c) Establish and maintain periodic staffing tables of the UIS and keep up-to-date organizational head count and recruitment charts; d) Draft HR portion of Governing Board documents and/or any other reports needed in the given area; e) Oversee the maintenance of the HR filing system.
- 4) Staff development and career support
 - a) Provide induction orientation and briefing to new staff members; b) Coordinate the logistical arrangements for staff training; c) Assist in the identification and selection process of resource persons, drafting terms of reference and performing administrative tasks in preparation for contracts and payments.
- 5) Provide advice and technical support in the implementation and administration of the corporate performance appraisal system through its various cycles (i.e. objectives setting, evaluations, etc.).
- 6) Support job classification activities
 - a) Coordinate preparation of draft documents for submission to job classification experts in Professional and General Service and other categories; b) Provide guidance to programme managers on the application of classification policies and procedures; c) Review the request for classification submitted by Sections / Units to ensure accuracy and consistency in accordance with UNESCO rules and regulations.
- 7) Perform any additional activities that may be required in support of the mandate of the UIS and to ensure the success of the work team.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in the field of human resources, administration, social science, or related area.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- Two to four years of professional experience in human resources management of which preferably one year acquired at the international level, with an advanced level degree.

SKILLS/COMPETENCIES

- Strong analytical skills and ability to interpret / apply HR concepts and principles in the organizational setting in accordance with regulations, policies and procedures.

- Effective planning and organizational skills.
- Solution-oriented and demonstrated flexibility in overseeing the analysis of human resources matters.
- Sound negotiation, time management and decision-making skills, combined with tact, discretion, impartiality and good judgment.
- Strong written and oral communication skills are required to communicate and/or summarize information and to explain complex technical concepts, with the ability to tailor the delivery to the intended audience.
- Client and team orientation with the ability to maintain effective working relations within a multi-cultural environment and to work effectively in team environment.
- Competence in the use of personal computers in a networked office environment is essential.

LANGUAGES

- Fluency in English or French (both oral and written) and excellent knowledge of the other language.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- At least 1 year of relevant professional experience acquired at the international level preferred.
- Managerial and/or supervisory skills would be an asset.

LANGUAGES

- Fluency in Arabic, Chinese, Russian, or Spanish would be an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details on the ICSC Web site (<http://icsc.un.org>).

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

Please submit: i) a full CV (using the form at https://en.unesco.org/careers/project_appointments), showing nationality, date/place of birth and gender, ii) a letter of motivation, and iii) a list of three references persons, including at least one current or former direct supervisor, that may be contacted, to: uis.hr.recruit@unesco.org, by 13 March 2016 (Midnight, Paris time). Kindly use as email subject header: FAMILY NAME First Name PA0033 ADM (e.g. SMITH Roberta PA0033 ADM).