

UNITED NATIONS		NATIONS UNIES
		Ref: HRSS/7/2015/010

TEMPORARY JOB OPENING

P-3	Human Resources Officer		
TJO Grade Level	Functional Title		
Economic Commission for Africa/ Division of Administration/Human Resources Services Section			
Department/Division/ Section			
Human Resources			
Occupational Group			
7 Jul 2015 – 13 July 2015			
Duration of Publication			
Service/Section:	Human Resources Services Section	Duty Station:	Addis Ababa
Duration:	6 Months	Open to Externals	Yes
Possibility of Extension:	Yes		

DUTIES AND RESPONSIBILITIES

ORGANIZATIONAL SETTINGS AND REPORTING LINES:

This temporary position is located in the Human Resources Services Section (HRSS), Division of Administration, United Nations Economic Commission for Africa (UNECA). The Human Resources Officer reports to the Chief of the Section. For more information about UNECA, please visit our website: www.uneca.org

RESPONSIBILITIES:

Within delegated authority, the Human Resources Officer will be responsible for the following recruitment and related functions:

- Identifies upcoming vacancies in coordination with client offices Oversees preparation of vacancy announcements, reviews applications, and provides a short-list to substantive divisions, and UNECA Sub-regional Offices (SROs).
- In coordination with client offices, arranges and conducts interviews to select candidates.
- Reviews recommendation on the selection of candidate by client offices.
- Serves as ex-officio in appointment and promotion bodies, examinations boards, and prepares and presents cases

to these bodies.

- Prepares job offers for successful candidates.
- Monitors and evaluates recruitment and placement related activities of client offices, and recommends changes or corrections related to procedures to these offices.
- Serves as key resource on UN staff selection and mobility systems during induction and orientation programmes.
- Assists in conducting hands-on training programmes related to recruitment and mobility;

COMPETENCIES

PROFESSIONALISM:

Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, analyze and formulate opinions, make conclusions and recommendations on complex human resources policy and development issues. 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.

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.

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.

MANAGING PERFORMANCE:

Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

QUALIFICATIONS

Education:

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

Experience:

A minimum of five years of progressively responsible experience in human resources management, administrative services or related area.

Language:

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; Knowledge of another UN official language is an advantage.

HOW TO APPLY

DOCUMENTS REQUIRED:

- Cover Letter
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other:**

ALL SUBMISSIONS TO BE SENT TO: RecruitmentPPost@uneca.org

Subject line: TJO, Chief, Human Resources Services Section

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4/Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further “stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be

reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.

- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .