



UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA

Ref.: HRSS/12-01-0126

TEMPORARY VACANCY ANNOUNCEMENT

P-4

Human Resources Officer

TVA Grade Level

Functional Title

ECA/HRSS/DOA

Department/Office/Division

Administration

Occupational Group

Internals/Externals

Open to
(Current Grade of Applicant)

31 January 2012

Deadline
(DD/MM/YYYY)

| | | | |
|-----------------|--|------------------------------|----------------------------|
| Service/Section | Human Resource Services Section | Estimated Starting Date | As soon as possible |
| Duty Station | Addis Ababa | Possibility of Extension | YES |
| Duration | Six Months | Open to External Candidates? | YES |

DUTIES AND RESPONSIBILITIES

This 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.

Under the overall direction of the Chief of HRSS and within limits of delegated authority, the Human Resources Officer will be responsible for the following duties:

General

- Develops and implements new human resources policies, practices and procedures to meet the evolving needs of the Organization.
- Monitors and ensures the implementation of human resources policies, practices and procedures.
- Keeps abreast of developments in various areas of human resources.
- Prepares reports and participates and/or leads special human resources project.
- May plan, organize, manage and supervise the work of the Unit assigned.

Recruitment and placement

- Recommends guidelines on promotion and placement of staff.
- Oversees preparation of vacancy announcements, reviews applications and provides short-lists to substantive offices.
- Arranges and conducts interviews for selection of candidates.
- Reviews recommendation of candidate by client offices.
- Serves as ex-officio in or secretary to appointment and promotion bodies, examinations boards, and prepares and presents cases to these bodies.
- Prepares job offers for successful candidates.
- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and establishing new procedures.



Administration of entitlements

- Advises the Head of the Section on the development, modification and implementation of United Nations policies and practices on entitlements.
- Reviews and recommends level of remuneration for consultants.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Represents the office in joint bodies and working groups relating to salaries and other conditions of service.

Staff development and career support

- Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs. Prepares monitoring reports on staff development and career support programmes.
- Analyzes staff development and career support plans to ensure that they are consistent with the overall organizations goals, policies on staff development and career support, and the respective mandates.
- Evaluates effectiveness and impact of staff development and career support programmes and recommends ways to enhance effectiveness and impact.
- Provides advice on mobility and career development to staff at all levels in all categories.
- Provides performance management advice to staff and management. Assists supervisors and staff with understanding and using the performance appraisal system (PAS).
- Assesses training needs, identifies, designs and delivers training programmes to staff at all levels throughout the Organization.

Other duties

- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Monitors, advises and acts on disciplinary matters in accordance with established policies and procedures. Mediates conflict, grievance and harassment cases.
- Supervises and monitors the work of the junior human resources officers in undertaking the full range of human resource management activities.
- Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.

COMPETENCIES

Professionalism - 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. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges. Knowledge of bespoke Enterprise Resources Planning tools and related software. Experience in staff administration at national and/or international level. Familiarity with UN human resources policies, procedures, practices, regulations and rules. Familiarity with principles of job classification and job design.

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.

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.

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.

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 qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of seven years of progressively responsible experience in human resources management, administration 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 the other is desirable. Knowledge of another UN official language is an advantage.

DOCUMENTS REQUIRED:

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| 1. | Cover Letter |
| 2. | Personal History Profile (PHP) |
| 3. | Signed PAS (Period: latest available) |
| 4. | Other Supportive Documents |

ALL SUBMISSIONS TO BE SENT TO:

| | | |
|---------------|---|--|
| Contact Name: | Mr. Amareswara Rao, Chief Human Resources Services Section | Email Address: RecruitmentPPost@uneca.org |
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Note:

The selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and therefore will be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provision for special post allowance, please refer to ST/AI/1999/17.