

From: Vacancy [vacancy@unfpa.org]
Sent: Tuesday, December 18, 2012 9:23 AM
To: allunfpastaff@unfpa.org; HRoutreach.group@unfpa.org
Subject: Vacancy Announcement - Job ID 2157 - HR Specialist, Recruitment & Staffing Branch, DHR, P-3

We are pleased to announce the following temporary appointment:

JOB ID NO.: 2157

CLOSING DATE: 27 December 2012, 5:00 p.m. New York time

POST TITLE: Human Resources Specialist

CATEGORY: ICS-10 (P-3)

POST NUMBER: New

POST TYPE: Temporary Appointment

DUTY STATION: New York

DURATION: 5 months

ORGANIZATIONAL UNIT: Recruitment and Staffing Branch, Division for Human Resources

The post of HR Specialist is located in the Recruitment and Staffing Branch of the Division for Human Resources in New York.

Under the direct supervision of the Chief of the Recruitment and Staffing Branch, the HR Specialist provides strategic and operational support, acting as a key interface between UNFPA and Donors in the management of the Junior Professional Programme (JPO) / Associate Experts (AE), as well as the management of the Internship and Youth programmes. The HR Specialist also assists in providing advisory services to managers in specific regions/divisions.

JOB PURPOSE

The HR specialist provides operational support to UNFPA Regional Offices (RO), Sub-Regional Offices (SRO), Country Offices (CO) and HQ divisional units with young professional talent by managing UNFPA's JPO/AE programme and the Internship and Youth programmes. He/she builds solid client relationships with the donor community, Junior Professional Service Center (JPOSC), academic institutions and senior managers in the ROs, SROs, COs and at HQ, and operates in a complex organizational multicultural environment requiring solid knowledge of the organization and its RO, SRO and CO operations. He/she closely collaborates with HR professionals in the Learning and Career Management Branch to provide the necessary induction and training of the JPOs/AEs, and coordinate, advise, and facilitate other HR activities.

The Primary role of the HRS are:

- Assess the organization's needs and to advocate with donors
- Management of the JPO/AE, Intern and Youth programmes
- Interface with the JPOSC (responsible for administration of UNFPA JPO/AE programme)
- Support career counseling
- Assists in providing advisory HR services to regions/divisions.

MAJOR DUTIES AND RESPONSIBILITIES

- Directs and manages the JPO/AE programme taking into account relevant trends in political developments within the donor community, anticipated funding levels and relevant programmatic concerns.
- Manages selection, recruitment, placement and reassignments of JPOs/AEs maintaining close and positive relations with the JPO donor community and internal UNFPA clients, ensuring dynamic reporting on relevant trends.
- Manages the relationship with the JPOSC: coordinates the provision of administrative services optimizing and streamlining the administration of the programme.
- Supports advocacy and engagement with Donors to highlight and expand the JPA/AE programme, and promotes UNFPA's mandate in the Donor Community.
- Provides counseling and support to JPOs/AEs on work, training and career issues and advises managers on all aspects of the JPO/AEs programme.
- Develops and manages UNFPA's Internship and Youth programmes.

- Assist in coordinating, advising, and facilitating HR activities for specific regions/divisions.
- Organize the delivery of administrative services to the organization including the management of external service providers and applications; engage in Human Resources reform initiatives, internally and in inter-agency fora.
- Performs any other duties as may be directed by the Chief, RSB or the Director of DHR.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

Education:

Post-graduate University Degree in Human Resource Management, Business or Public Administration or one of the social sciences

Knowledge and Experience:

- 5 years of relevant progressively responsible experience in HR management and operations
- Demonstrated professional competence and success in the delivery of innovative and cost-effective service delivery and staffing/recruitment policy in a complex multicultural environment.
- Up-to-date knowledge of human resource management subject matter including delivery mechanisms, relevant technology and equipment.
- Political sensitivity and tact with an emphasis on appropriate service demands and priorities for donor community together with advocacy skills.
- Strong writing and oral communication skills.
- Languages:
 - Fluency in written and spoken English; proficiency in a second working language (French or Spanish) desirable.
- Other Desirable Skills:
 - Initiative; strong conceptual abilities; sound judgment; strong interest in development work, especially the mission of the United Nations Population Fund; and dedication to the principles of the United Nations.

Required Competencies:

Core Competencies-

- Values/Guiding Principles;
- Building and Managing Relationships;

- Developing People;
- Personal Leadership and Effectiveness;

Functional Competencies

- Strategic alignment of Human Resources practices
- Promoting organizational change and development/impact and influence
- Organizational awareness
- Client orientation
- Job knowledge

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position.

HOW TO APPLY:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at <http://www.unfpa.org/employment/vacancy.htm>

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.