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## HUMAN RESOURCE OFFICER (RECRUITMENT AND STAFFING)

Post Number : HRM 049

Grade : P-3

Parent Sector : Bureau of Human Resources Management (HRM)

Duty Station: Paris

Job Family: Human Resources

Type of contract : Fixed Term

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 12-DEC-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Chief of the Staffing and Recruitment Section, the incumbent is responsible for ensuring the successful and timely recruitment and selection process for posts; to that effect, the incumbent will provide support and advice to managers and candidates on the full recruitment cycle, including advice on outreach strategies. The incumbent will also be responsible for implementing the mobility programme for staff, in consultation with Sectors/Bureaux concerned, taking into account all aspects of the policy, with a view to ensuring the best possible match between organizational needs and staff career aspirations.

In particular, the incumbent will:

- Manage staffing and recruitment operations for posts and project appointments positions in area of responsibility (selected Sector/Bureau and / or selected occupational group).
  - Provide quality support, advice and guidance to hiring managers on the recruitment and selection process, covering the full recruitment cycle, from planning to selection, appointment and onboarding.
  - Analyze staffing and recruitment needs in consultation with managers.
  - Advise hiring managers on the appropriate staffing/recruitment actions; assist in the planning and implementation of such actions, including on the attainment of diversity targets.
  - Ensure that due attention is paid to geographical diversity at all stages of the process, including for Project Appointments.
  - Provide advice, training and coaching on vacancy preparation.
  - Monitor the timeline against the benchmark and ensure that appropriate actions are taken to abide by the maximum timeline for recruitment.
  - Advise on and implement the best sourcing/outreach solutions for attracting a diverse pool of candidates; advise on preselection tools and techniques and participate in the preselection process.
  - Participate in the evaluation/interview panels and provide guidance on the recommendation process.
  - Ensure follow up, completion and communication of recruitment actions.
  - Provide feedback to candidates as required.
  - Ensure appropriate onboarding of successful candidates.
  - Ensure regular monitoring of the vacancy and the recruitment status of posts, in close liaison with Sectors/Bureaux and recommend /plan appropriate actions.
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- Contribute to outreach activities in support of the improvement of geographical distribution, as well as gender parity at the senior level and above. Participate in webinars and forums.
  - Keep up to date with best practices and innovations in recruitment/talent acquisition both at the UN level and in the private sector and actively participate in UN networks; develop and maintain effective working relations and partnerships with internal and external sources. Contribute to the review of existing policies, procedures and practices related to recruitment and outreach, where required, with a view to continuous improvement.

## **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, law or a related field.

### **Work Experience**

- A minimum of 4 years of relevant professional experience in the field of human resources management or administration or a related field, of which preferably 2 years acquired at international level.

### **Skills and competencies**

- Excellent interpersonal and communication skills, both oral and written.
- Strong team working abilities; ability to build trust-based relationships with colleagues at all levels and with partners.
- Discretion, high sense of confidentiality; ability to act with sensitivity and respect for diversity.
- Ability to deliver a high quality service in a timely manner; strong client orientation focus.
- Ability to work under pressure; adapt to changing priorities and manage multiple stakeholders effectively.
- Excellent coordination, organization and planning skills; strong analytical and problem solving skills.
- Very good IT skills.

### **Languages**

- Excellent knowledge of English (both written and oral) and good knowledge of French.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Certification in the field of Human Resource Management.

### **Work Experience**

- Experience in the area of recruitment.
- Experience in the United Nations System or other multilateral organizations.
- Experience in a Field office.

### **Skills and Competencies**

- Knowledge of interview, assessment and sourcing techniques.

### **Languages**

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian or Spanish).

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 87 455 US \$

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

## **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

*UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.*

*UNESCO does not charge a fee at any stage of the recruitment process.*

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