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## HUMAN RESOURCE OFFICER (STAFFING AND RECRUITMENT)

Post Number : HRM 206

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

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 17-MAR-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.

The incumbent will be responsible for the following:

- Managing recruitment and staffing operations for posts in area of responsibility (selected Sector/Bureau and/or selected occupational group), providing quality support, advice and guidance to hiring managers on the recruitment and selection process, covering the full recruitment cycle, from advance planning and vacancy preparation through selection, appointment and provision of feedback; including identification of targetted outreach activities, management of talent pools and rosters, with a special focus on ensuring geographical diversity and gender parity.
- Participating in evaluation and interview Panels, representing the Bureau for Human Resource Management.
- Implementing the mobility programme for staff; providing advice to staff and managers on mobility opportunities and working closely with Sectors/Bureaux with a view to ensuring the best possible match between organizational needs and staff career aspirations.
- Monitoring and providing regular reporting on recruitment operations and on the mobility programme.
- Actively contributing to review processes and practices with a view to continuous improvement and innovation.

## **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.
- Good IT skills.

**Languages**

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

**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**

- Good knowledge of French (both written and oral).
- 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.

For more information in benefits and entitlements, please consult [ICSC website](#).

**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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