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## HUMAN RESOURCES OFFICER

Post Number : HRM 018

Grade : P-3

Parent Sector : Sector For Administration and Management (ADM)

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) : 19-APR-2022

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director of the Bureau of Human Resources Management and the supervision of the Chief of Human Resources Strategic Support Section, the incumbent shall provide legal advice and recommend solutions based on applicable regulations, rules and general legal principles. S/he reviews requests, protests, complaints and appeals against administrative decisions and drafts subsequent replies. S/he provides secretariat support to various consultative bodies on personnel matters, drafting reports and recommendations; conducts in-depth research and studies on both legal and factual aspects of the issues of human resources and prepares draft documents and briefing papers related to the respective issues. S/he contributes to the drafting of proposals on HR policies and procedures that are relevant to meet the needs of the Organization and responds to the need for harmonization with the UN System, simplicity, cost effectiveness and efficiency. For this purpose, the incumbent will be required to:

- Conduct extensive legal research, analysis and administrative reviews, and prepare recommendations, briefs, reports, regulatory texts and instruments, and handle a range of HR related issues, including disciplinary proceedings.
- Prepare legal opinion/ advice on a wide range of HR and administrative policies and legal matters, studies, memoranda, reports and other documents and provide legal advice and interpretation on Staff Regulations and Staff Rules and HR Manual provisions.
- Identify situations and risks of non-compliance of Staff Regulations and Rules, and other statutory texts and make preliminary proposals for compliance plans and activities.
- Contribute to the coordination of the drafting of technical proposals on policies and procedure in the field of Human Resources Management, taking into account UN Common System policies and practice, Audit Recommendations, Governing Bodies decisions, etc.
- Recommend policy process changes as and when needed. Keep abreast of developments in the HR field, in the UN common system and other public/private organizations. Constantly seek to improve delivery, propose new approaches as well as improvements to existing methods.
- Conduct in-depth research and studies on both legal and factual aspects of the issues of human resources and undertake any other duties as requested.

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

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

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

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced university degree (Master's degree or equivalent) in Law, Public Administration, Human Resource Management, Business Administration or related field.

### **Work Experience**

- A minimum of four (4) years of progressively responsible relevant professional experience in the field of human resources management, administration or related area, of which two (2) years acquired in an international environment.
- At least two (2) years of experience in legal issues and/or human resources policy field.

### **Skills/Competencies**

- Solid research and analytical skills.
- Good knowledge of human resources policies and practices.
- Excellent written and oral communication skills; particularly drafting skills and the ability to speak and present effectively, concisely and persuasively.
- Excellent client-oriented service approach.

- Ability to work in a team and maintain effective working relationships in a multicultural environment.
- Ability to take initiative in recommending actions.
- Discretion, integrity and tact.
- Ability to work well under pressure.

### **Languages**

- Excellent knowledge of English or French (oral and written) and good knowledge of the other language.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Specialization in international administration.

### **Work Experience**

- Experience in providing legal opinions on issues related to international administrative law and HR policy advice.

### **Skills/Competencies**

- Knowledge of the UN common system HR bodies and regulatory framework.

### **Languages**

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

## **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 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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