

HEAD, PERFORMANCE MANAGEMENT, DEVELOPMENT & ENGAGEMENT UNIT

Post Number : HRM 072

Grade : P-4

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, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 04-JAN-2024

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the Bureau of Human Resources Management and the direct supervision of the Chief of the Performance and Talent Management Section, the incumbent plays a key role in the delivery of UNESCO's human resources strategic objectives, in particular the promotion of a diverse, engaging and inclusive organizational culture through the development, implementation and evaluation of effective performance and talent development programmes and employee engagement initiatives across all levels of the Organization.

Key responsibilities:

- Lead, motivate and manage a team in the design, development and delivery of performance and talent development programmes and employee engagement initiatives that meet the needs of the Organization.
- Drive the implementation of UNESCO's Performance Management system; review, develop, and enhance performance management processes, platform/tools and policies based on stakeholder feedback; provide expert policy advice, guidance, and support to managers and employees on various aspects of performance management.
- Design and deliver trainings/workshops for managers and employees on areas such as career and performance conversations, providing feed back, and handling difficult conversations.
- Develop and implement mechanisms to identify, recognize, and develop high-performing individuals and teams.
- Evaluate current capabilities, identify skills gaps, and prioritize career development activities by developing and putting in place effective talent development programmes and capacity building initiatives for managers and employees in collaboration with concerned HR teams at Headquarters and the Field Business Partners.
- Lead change management initiatives to promote an organizational culture and enhance employee engagement and retention; spearhead diversity and inclusion initiatives in partnership with internal stakeholders, ensuring these values are embedded in all performance and talent management processes.
- Participate in cross-sectional HR projects, ensuring integration of performance, talent development and employee engagement components in broader HR policies and guidelines;

keep abreast of developments in the area of performance & talent development and participate in UN and other forums/meetings and events related to performance & development.

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)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent degree) in human resources management, organizational development, social sciences or related discipline.

Work Experience

- At least 7 years of relevant professional experience in human resources management of which 3 years in the area of performance management, talent development or employee engagement in an international context.
- Demonstrated experience in designing and implementing performance and talent development programmes and in delivering training activities both through webinars and face-to-face on talent management, performance and career development topics.
- Proven experience in providing HR advice to managers and staff on complex and/or sensitive HR issues.
- Successful experience in leading, managing and motivating a team of professional and administrative staff.

Skills and competencies

- Excellent communication, interpersonal and presentation skills.
- Demonstrated knowledge and understanding of human resources management issues including knowledge of HR Business Partnering concepts/approaches.
- High degree of organizational and cultural awareness, sensibility and the highest level of discretion, tact and confidentiality.
- Solid project management and IT skills, particularly in managing and implementing HR IT platforms related to performance and talent development.

Languages

- Excellent knowledge and drafting skills in one of the working languages (English or French) and good knowledge of the other.

DESIRABLE QUALIFICATIONS

Education

- Complementary professional certification in related fields of competence.

Work Experience

- Experience in other functional areas of talent management: recruitment, organizational development, succession planning etc.

Skills and Competencies

- Familiarity with the UN Common System or similar international/multilateral systems.
- Demonstrated interest in creative, innovation and change management.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and/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 122 716 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.