

CHIEF, TALENT ACQUISITION & OUTREACH SECTION

Post Number : HRM 238

Grade : P-5

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) : 11-MAR-2025

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct authority of the Director of the Bureau of Human Resources Management, the incumbent plays a lead role in shaping UNESCO's talent landscape and organizational capability in attracting, engaging and retaining diverse and high-caliber talent in line with UNESCO's human resources strategic objectives.

In particular, the incumbent will:

- Provide strategic and operational leadership to the Talent Acquisition & Outreach Team ensuring coordination and synergies in delivering results across the end-to-end processes for attracting, recruiting, assessing and selecting candidates in line with UNESCO's recruitment and mobility policy frameworks.
- Lead, develop and oversee the implementation of outreach and recruitment strategies and initiatives, engaging with hiring managers and sectors in proactive workforce planning, guiding them in developing and deploying effective sourcing and recruitment plans, in particular for Senior leadership, critical and/or hard-to-fill positions.
- Review recruitment and selection processes, including outreach, evaluation, screening/background checks and assessment methods and tools with a view to optimizing their effectiveness in an evolving technological environment.
- Drive efforts to achieve equitable geographical representation and gender balance within the Organization, by developing & implementing special talent programmes and initiatives to attract qualified candidates from non- and under-represented countries, as well as the under-represented gender.
- Analyse and monitor progress on vacancy status and other recruitment metrics and KPI's including diversity targets through regular reporting and planning meetings with Sectors.
- Lead the review in collaboration with key stakeholders of staffing policies and processes ensuring that they are fit-for-purpose, innovative and aligned with UNESCO's Human Resources Strategy.
- Manage the HR Partnerships Programme (including Junior Professional Officer, United Nations Volunteers, sponsored trainees, secondments, loans, stand-by personnel, and internships); foster and build partnerships with stakeholders across Member States, UN entities, academia, the private sector, NGOs, relevant institutions, and networks to leverage additional human resources, expertise, and competencies to meet organizational needs.
- Represent the Organization in UN/CEB working groups, networks and fora.

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)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

Building partnerships (M)

Driving and managing change (M)

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

REQUIRED QUALIFICATIONS

Education

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

Work Experience

- At least ten (10) years of relevant professional experience at the appropriate management level in human resources management, of which preferably five (5) years acquired at the international level.
- At least five (5) years of relevant experience in talent acquisition and/or talent development.
- Demonstrated experience in driving talent development, workforce diversity, outreach initiatives and global recruitment strategies.
- Demonstrated experience in leading, managing and motivating teams of professionals in a multicultural environment.

Skills & Competencies

- Excellent communication, interpersonal and presentation skills.
- Solid management, planning and organizational skills with the ability to establish plans and priorities and effectively implement them.
- Demonstrated knowledge and understanding of human resources management issues including talent acquisition and workforce planning.
- Demonstrated ability to develop and implement effective outreach strategies, including tailored approaches to achieve enhanced geographical diversity;
- Demonstrated ability to work collaboratively with stakeholders at all levels.
- High degree of organizational and cultural awareness, sensibility and the highest level of discretion, tact and confidentiality.
- Excellent drafting skills with ability to synthesize complex concepts.
- Solid IT skills, particularly in managing digital platforms related to recruitment and talent sourcing.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Complementary HR professional certification or Talent Acquisition/Management certification.
- Membership of a professional HR body or network.

Work Experience

- Experience in developing and implementing global talent acquisition and workforce planning strategies for international organizations or large multi-national corporations.
- Experience in managing talent programmes focused on diversity, equity, and inclusion.
- Experience in developing and building partnerships in the area of human resources.

Skills & Competencies

- Familiarity with the UN Common System or similar international/multilateral systems.

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 142 257 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.