

# HUMAN RESOURCES OFFICER

Post Number : HRM 063

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, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 28-APR-2023

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

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under the supervision of the Head of the Staff Benefits and Entitlements Unit (HRM/SES/BNF) and the overall authority of the Chief of the HR Services Section, the Human Resources Officer will be responsible for the following duties:

- Provide advice to managers and staff on the interpretation and application of policies, regulations and HR rules.
- Review and provide advice on exceptions to policies, regulations and rules.
- Administer and provide advice on salary and related benefits, travel and social security entitlements.
- Determine and recommend benefits and entitlements for staff on the basis of contractual status.
- Monitor and ensure timely payment processing for Payroll.
- Review policies and procedures relating to staff benefits and entitlements and recommend changes as required.
- Prepare special reports and participate and/or lead special projects in the area of process and system improvements.
- Keep abreast of developments in relevant areas of human resources.
- Supervise and monitor the work of the Human Resources Assistants in carrying out human resources administrative transactions, including administration of staff contracts, temporary assignments, and processing of supporting information for forwarding to the Sector/Bureau/Office.
- Assist in preparing policy papers, position papers and briefing notes on issues related to human resources, and the work of the unit.

## 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 public or business administration, human resources management, law or closely related field(s); A first-level degree in the aforementioned fields, in combination with two (2) additional years of relevant work experience may be accepted in lieu of the advanced university degree.

### Work Experience

- Minimum 4 (four) years of relevant professional experience in human resources management, administration or closely related area, of which preferably 2 years acquired in an international organization.
- Experience in supervising staff and managing teams to deliver their best performance.
- Experience in using an Enterprise Resource Planning system, preferably SAP.

### Skills and Competencies

- Ability to identify and analyze clients' needs and propose appropriate solutions.
- Excellent planning, organizational and time management skills.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Strong analytical and problem-solving skills.

### Languages

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

## **DESIRABLE QUALIFICATIONS**

### Work Experience

- Experience in the application of Staff Rules and Regulations in an operational environment.

### Skills and Competencies

- Knowledge of UNESCO's or UN HR policies, rules and regulations.
- Data analytics and reporting skills.
- Project management skills.

### Languages

- Knowledge of other official UNESCO languages (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 starting annual salary for this position is USD 83,048.

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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