

HUMAN RESOURCES OFFICER (STAFFING AND RECRUITMENT)

Post Number : HRM 206

Grade : P-3

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Paris

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 05-FEB-2024

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 managing recruitment and staffing operations for posts in a specific area of responsibility (selected Sector/Bureau and/or selected occupational group) and will lead / manage a team to that effect.

The incumbent will also be responsible for implementing the mobility programme for staff (geographical and functional), 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.

Specifically, s/he will have the following responsibilities:

- Ensure the successful and timely recruitment and selection process for posts;
- Provide quality support, advice and guidance to hiring managers on the recruitment and selection process, covering the full recruitment cycle, from advance workforce planning and job advertisement through assessment, interview, selection and appointment;
- Work closely with hiring managers to ensure the best sourcing and outreach options for specific job profiles; and in support of achieving equitable geographical distribution and gender parity;
- Participate in Interview Panels, representing the Bureau for Human Resource Management;
- Provide advice and feedback to candidates, as required;
- Actively contribute to the review of existing policies, processes and practices related to recruitment and outreach, including by taking an active part in HR UN networks and initiatives;
- Ensure continuous monitoring and regular reporting on recruitment/staffing actions, using data analytics.

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 human resource management, business or public administration, organizational development, law, social sciences or related fields.

Work Experience

- Minimum of 4 years of relevant professional experience in human resources management, administration or related area, of which preferably at least 2 years acquired at the international level.
- Experience and knowledge of interview and assessment techniques.

Skills and Competencies

- Excellent communication skills, both oral and written.
- Excellent inter-personal skills and ability to build trust-based relationships with colleagues at all levels and with external partners.
- Excellent coordination, organization and planning skills; strong analytical and problem solving skills.
- Ability to deliver a high-quality service in a timely manner and strong client orientation focus.
- Ability to work under pressure; to adapt to changing priorities and manage multiple stakeholders effectively.
- Ability to work in a multicultural team with sensitivity, high sense of confidentiality and respect for diversity.
- Strong team working ability and team leadership capability.
- Excellent IT skills and knowledge of ERP tools for recruitment and assessments.

Languages

- Excellent knowledge (spoken and written) of English and good knowledge of French.

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in staffing and recruitment function, in an international/multilateral entity.
- Expertise in multi-functional collaboration, and project management.
- Experience in supporting change management programmes.

- Experience in a Field Office.

Skills and Competencies

- Knowledge of recruitment sourcing techniques, including social media.

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 annual starting salary for this post is 85,392 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.