

Posting Title : HUMAN RESOURCES OFFICER, FS6
Job Code Title : HUMAN RESOURCES OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 2 November 2022-1 December 2022
Job Opening number : 22-HRE-UNIFIL-194274-R-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent reports directly to the Deputy Chief Human Resources Management Section under the overall supervision of CHRO . The incumbent undertakes a wide range of responsibilities in HRM including but not limited to interpreting and applying the Organization's HR rules and regulations as well as internal procedures and processes related to various human resource functions.

Responsibilities

Administration of entitlements and benefits:

- Advises the CHRO on the development, modification and implementation of United Nations policies and practices on entitlements.
- Receives and reviews grievances and complaints related to entitlements and benefits, assessing and evaluating merit of each case and makes recommendation for resolution.
- Reviews and recommends level of remuneration for consultants.
- Represents the office in joint bodies and working groups relating to salaries and other conditions of service.
- Participates in the process of knowledge/awareness building amongst managers and staff members with regard to the staff rules and regulations, and related guidelines in the administration of entitlements and their strict application by the HR Section, including consistent implementation of delegated authority.
- Monitors and evaluates the effectiveness of related guidelines, HR rules, regulations practices and procedures, and recommends revisions where necessary.

Recruitment and Staff Selection

- Manages recruitment processes including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening of candidates.
- Reviews job openings in consultation with hiring managers, ensuring that the evaluation and responsibilities are in line with the approved or classified documents.
- Conducts preliminary review, prepares and submits recruitment cases to Field Central Rev Bodies (FCRB).
- Arranges and conducts interviews for selection of candidates.
- Reviews recommendation on the selection of candidate by client offices. Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and establishing new procedures on recruitment and staff selection.
- Coordinates and administers the National Competitive Examinations, G to P Examinations Language professional examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.

Planning and Budget

- Participates in the mission planning process throughout the mission life cycle for determining the staffing requirements and organizational structure; also conducts analysis and provides inputs on emerging capacity gaps in accordance with the mission's mandate.
- Contributes to the budget development process by reviewing the drafts and providing input on the human resources requirements and organizational structure of all sections based on the applicable guidelines on budget review.
- Reflects recommendations of the staffing reviews into the staffing requirements for purposes of budget preparation.
- Reviews and monitors staffing related costs and expenditures in the ERP systems in line with funds allotment, ensuring that funds for staffing costs are available, and where necessary alerts Human Resources Officer to follow up with Finance and Budget Office to deploy funds to meet any shortfall.
- Monitors expenditures related to staffing and ensure they are within the budgeted staffing costs, coordinating with the Finance and Budget Units at both the mission and Headquarter levels to ensure availability of funds.
- Advises hiring managers on loaning of posts between sections and movement of posts and staff between locations based on the SOP on Staffing table and Post Management, ensuring the integrity of the staffing table as approved in the budget without discrepancy in sections and locations.
- Reviews the documentation for submission of classification requests and contributes to the implementation of classification results.

Performance Management

- Supports the supervisor in the implementation of the performance appraisal system and monitors its compliance with the proper implementation of the performance management system, providing guidance and substantive support to mission components on standards for the development of service, section, unit and individual work plans.
- Liaises with the Integrated Mission Training Center to organize training/orientation programmes in performance management and supervisory skills as well as work plans.
- Monitors the full-compliance of ePAS and provides input to the establishment of a Management Review Committee, Joint Monitoring Committee as well as Rebuttal Panel and acts as their facilitator and ex-officio member.

- Counsels staff and managers in cases of underperformance and facilitates the implementation of a Performance Improvement Plan to improve performance.

Staff Development

- Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs.
- Prepares monitoring reports on staff development and career support programmes.
- Advises staff on career development, giving particular attention to developing and implementing career development paths for national staff members. Continuously assesses the skill, expertise and knowledge of human resources staff, ensuring participation of human resources staff in relevant training programmes and designing individual on-the-job and group training programmes on specific subject matters in the area of human resources management, including in the use of HR IT systems.

Administration of Justice, Staff and Management Relations

- Researches and compiles the mission's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system. Contributes to efforts and measures aimed at addressing and mitigating staff grievances with the purpose of resolving them at the lowest practical level.

Reporting and Data Management.

- Prepares a wide range of HR related business intelligence reports and statistical reports, such as but not limited to gender and geographic distributions, TCC/PCC contributing countries, long-term vacant posts, deployment schedule, recruitment and workforce planning, etc.
- Propose and develop reporting templates based on new or ad hoc information requirements for HRS and the Mission.

Other: Other duties as assigned.

Competencies

Professionalism:

Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and organizing:

Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and

resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Accountability:

Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Managing performance:

Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Extensive training in the Organization's human resources management practices, policies and procedures; skills in databases, ERP and other Human Resources Information Management Systems (HRIS) is desirable.

Work Experience

At least 10 years of progressively responsible experience in human resources management, administration or related area. The minimum years of relevant experience is reduced to 5 years for candidates who possess a first level university degree is required.

Experience working in HR module of an Enterprise Resource Planning (ERP) system, such as UMOJA (SAP) or similar is desirable.

Experience with talent management softwares such as Inspira or similar, is desirable.

Previous experience in team management is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes,

including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING,

OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.