

Posting Title : HUMAN RESOURCES OFFICER, P3
Job Code Title : HUMAN RESOURCES OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 16 September 2026-22 September 2026
Job Opening number : 26-HRE-UNIFIL-284912-J-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 Officer in the Office of the Chief Human Resources Officer and under the overall supervision of the Chief Human Resources Officer. The incumbent undertakes a wide range of responsibilities in HRM, including but not limited to interpreting and applying the Organization's rules and regulations, as well as internal procedures and processes related to various human resource functions.

Responsibilities

Within delegated authority, the Human Resources Officer will be responsible for the following duties:

General:

- Provides advice and support to managers and staff on human resources related matters.
- Prepares special reports and participates and/or leads special human resources project.
- Keeps abreast of developments in various areas of human resources.

Administration of entitlements:

- Supervises the international staff unit
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Administers and provides advice on salary and related benefits, travel, and social security entitlements.
- Determines and recommends benefits and entitlements for staff on the basis of contractual status.
- Reviews policies and procedures and recommends changes as required.

- Reviews and recommends level of remuneration for consultants.
- Participates in downsizing exercises
- Advising on separation of staff entitlements

Recruitment and placement:

- Identifies upcoming vacancies in coordination with client offices.
- Prepares vacancy announcements and reviews applications.
- Arranges and conducts interviews to select candidates.
- Reviews recommendation on the selection of candidate by client offices.
- Serves as ex-officio in appointment and promotion bodies, examinations boards, and prepares and presents cases to these bodies.
- Monitors and evaluates recruitment and placement related activities of client offices, and recommends changes or corrections related to procedures to these offices.
- Supervises and monitors the work of the Human Resources Assistants in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts.

Staff development and career support:

- Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs. Prepare monitoring reports on staff development and career support programmes.
- Provides advice on mobility and career development to staff, particularly young professionals and staff in General Service and related categories.
- Provides performance management advice to staff and management. Assists supervisors and staff with understanding and using the performance appraisal system (PAS).
- Assesses training needs, identifies, designs and delivers training programmes to staff at all levels throughout the Organization.

Other duties:

- Supports the CHRO/DCHRO in all activities pertaining to the administration of entitlements, policies and procedures during the drawdown and liquidation.
- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Collects and analyzes data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting

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. Able to analyze and interpret data in support of decision-making and convey resulting information to management.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Education

A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree. Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is an advantage.

Job Specific Qualifications

UN LPE Certification is desirable.

Work Experience

A minimum of five (5) years of progressively responsible experience in human resources management, administration or related area is required.

Experience in the application and interpretation of staff rules and regulations in the United Nations or a similar international organization is required.

Experience in post classification and recruitment in the United Nations or a similar international organization is required.

Experience in implementing changes resulting from organizational reforms especially in the area of human resources management is desirable.

Experience working in an Executive Office or a similar office setting is desirable.

Two (2) years or more of experience in data analytics or related field is desirable.

UN HR Partner certification is required.

Languages

English and French are the working languages of the United Nations Secretariat. For this job opening, English is required. The table below shows the minimum required level for each skill in these languages, according to the UN Language Framework (please consult <https://languages.un.org> for details).

Required Languages

Language	Reading	Writing	Listening	Speaking
English	UN Level II	UN Level II	UN Level II	UN Level II

Assessment

Evaluation of qualified applicants may include an informal interview which may be followed by a competency-based interview.

Special Notice

This position is temporarily available until 30 June 2027, with the partially possibility of extension. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

The appointment or assignment and renewal thereof are subject to the availability of the post or funds, budgetary approval or extension of the mandate.

- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain Middle East experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.

Pursuant to section 7.11 of ST/AI/2012/2/Rev.1, candidates recruited through the young professionals Programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position.

Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply.

Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. Please note that pursuant to the Staff selection system policy (ST/AI/2025/2): (1) Applicants for positions in the Field Service category cannot be of the nationality of the country where the position is located, and (2) Applicants for positions in the Professional and higher categories in a mission, field operation, or resident coordinator's office cannot be of the nationality of the country where the position is located. For currently serving staff of a United Nations Common System organization, only the UN-recognized nationality will be considered for the purposes of these restrictions.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.

All external candidates recruited in accordance with section 2.2 (a) of ST/AI/2025/3 for a fixed term appointment without limitation and all external candidates recruited in accordance with section 2.2. (c) of ST/AI/2025/3 for a fixed term appointment limited to the entity are subject to an initial probationary period of one year under a fixed-term appointment.

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.