

Posting Title : Human Resources Officer, P4 (Temporary Job Opening)
Job Code Title : HUMAN RESOURCES OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 17 May 2021-31 May 2021
Job Opening number : 21-Human Resources-UNIFIL-155619-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) based in Naqoura. The Human Resources Officer reports to the Chief Human Resources Officer. The Human Resources Officer will be responsible for leading a team of HR professionals in providing advice to Mission clients on a range of Human Resources issues. The Human Resources Officer will deputized for the Chief Human Resources Officer.

Responsibilities

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

- Recruitment and placement:
 - Oversees the Recruitment Unit; providing day to day guidance and monitoring on the preparation of vacancy announcements, review of applications and providing shortlists to substantive offices.
 - Projects and monitors vacant posts of assigned level/group, Secretariat or mission-wide and ensures adherence to policies and procedures in filling these posts.
 - Reviews recommendation on the selection of candidates by client offices and acts as the Secretary of the Mission Review Panel (MRP) as required.
 - Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and establishing new procedures.
- Administration of entitlements:
 - Advises the Head of the Unit or Senior Human Resources Officers on the development, modification and implementation of United Nations policies and practices on entitlements.
 - Reviews and recommends level of remuneration for consultants.
 - Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
 - Represents the office in joint bodies and working groups relating to salaries and other conditions of service.
 - Oversees the Client Support Unit's International and National staff administration, Travel/Individual Uniformed Personnel.
- Staff Development and Career Support:
 - Assist supervisors and staff with

understanding and using the performance appraisal system (PAS) and the rebuttal process. Other duties:• Plan, organize, manage and supervise the work of the Recruitment Unit, National and International Client Support Units and Travel/Individual Uniform Personnel Unit. • Supervises and monitors the work of the junior human resources officers in undertaking the full range of human resource management activities. • Implements new human resources policies, practices and procedures to meet the evolving needs of the Organization. • Provides policy advice to staff and managers on substantive and procedural questions related to administration and management of staff, including the implementation of any Secretariat human resources reform initiative. • Reviews and provides advice to Managers on requests for exceptions to policies, regulations and rules, before decisions on any exceptions and as per the delegated authorities are made. • Keeps abreast of developments and trends in various areas of human resources. • Prepares reports and participates and/or leads special human resources projects. • Conducts and coordinates salary surveys assessing the labor market at Headquarters and in the field and establishes salaries and related allowances of locally recruited staff. • Prepares classification analysis of jobs in Professional and General Service and related categories. • Coordinates duty station classification and subsistence allowance surveys. • Acts as Certifying Officer for all HRS transactions.

Competencies

Professionalism: Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Demonstrable strong writing skills, expert knowledge of UMOJA and Inspira staff selection processes and in the administration of staff entitlements and benefits and the use of HRM databases. 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 & 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.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Accountability: Takes ownership of all responsibilities and honors 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

Advanced university degree (Master's degree or equivalent) in human resources management policies, practices or processes, business or public administration, social sciences, education or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in human resources management, administration or related field is required. Knowledge and experience in recruitment and Inspira Staffing (Selection and Offer Management) is required. Knowledge and experience in supporting Hiring Managers and Staff with UN Entitlements and Benefits is required. Experience working with the human resources module of an Enterprise Resource Planning (ERP) system (for example Inspira and UMOJA) is highly desirable. Experience applying HR policy in an international organization with a field operation component is desirable. Experience supervising a unit is desirable.

Languages

English and French are the working languages of the United Nations. For this position, fluency in oral and written English is required. Knowledge of a second official United Nations language is desirable.

Assessment

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

Special Notice

This position is temporarily available through 30 January 2022. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment. While this temporary assignment may provide the successful applicant with an opportunity to gain new work 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. 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.

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.