

Posting Title : Human Resources Officer, P3  
Job Code Title : HUMAN RESOURCES OFFICER  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 13 August 2021-27 August 2021  
Job Opening number : 21-HRE-UNIFIL-161854-F-NAQOURA (M)  
Staffing Exercise : N/A

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

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### **Org .Setting And Reporting**

This position is located in the Specialist Support Unit, Human Resources Section (HRS), United Nations Interim Force in Lebanon (UNIFIL), Naqoura.  
The incumbent will report directly to the Chief, HRS and overseas the Special Support Unit.

### **Responsibilities**

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

Administration of entitlements and benefits:

Advises the Chief Human Resources Officer on the development, modification and implementation of United Nations policies and practices on entitlements.

Works closely with the CHRO in the provision of advice and guidance to managers and staff on human resources related matters.

Advises the CHRO on interpretation and application of policies, regulations, and rules.

Reviews and provides advice on exceptions to policies, regulations, and rules.

As requested by the supervisor, might be required to represent the office in joint bodies and working groups relating to salaries and other conditions of service.

Assists in the process of knowledge/awareness building amongst programme managers, senior management 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 Unit, including consistent implementation of delegated authority.

Monitors and evaluates the effectiveness of related guidelines, HR rules, regulations practices and procedures, and recommends revisions to the Department of Operational Support (DOS), where necessary.

Receives and reviews grievances and complaints related to entitlements and benefits, assessing and evaluating merit of each case and makes recommendation for resolution.

#### 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 guidelines on budget review.

Reflects recommendations of the staffing reviews into the staffing requirements for purpose of budget preparation.

Reviews staffing related costs and expenditures in UMOJA in line with funds allotment, ensuring that funds for staffing costs are available, and where necessary alerts Chief Human Resources Officer to follow up with Finance and Budget Office to deploy funds to meet any shortfall.

Monitors expenditures related to staffing to 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 Standard Operational Practice (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 e-Performance and provides input to the SMT for annual meetings on performance management and to Rebuttal Panels 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 (PIP) or other remedial measures.

#### Administration of Justice:

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.

Contributes to the development of preventive activities such as training and sharing best practices and recent jurisprudence related to human resources management.

#### Staff Development

Advises on training opportunities for HR staff as well as staff in general 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 in relevant training programmes and designing individual on 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.

In coordination with Mission IMTC identifies and analyzes staff development and career support needs and designs programmes to meet identified needs.

#### **Staff and Management Relations:**

Assists the Chief Human Resources Officer in supporting the dialogue between the management and international and national staff unions (Field Staff Union and National Staff Committee, respectively) to discuss HR matters and related staff issues.

Participates in meetings with staff representatives to address issues affecting the staff and coordinate the quarterly meetings with the Head of Mission and Director of Mission Support. Organizes, as necessary, general, or specific meetings for the staff on issues such as mandate implementation, status of HR reforms and other organizational change initiatives etc.

#### **Other:**

Under the supervision of the CHRO, the HRO contributes to the monitoring and evaluation of the implementation of delegated authorities, through inter alia, the Human Resources Management Dashboard, Service Level Agreements, and the Senior Managers' Compact, Delegation of Authority Platform.

Contributes to the development of a set of actionable and targeted change management plans, including coaching and training in order to implement these responsibilities and reports on possible gaps and risks and recommends corrective actions.

Assists with the development of HRS communication strategies using Mission intranet page on HR issues and regular formal and informal meetings with stakeholders and partners.

Conducts research on precedents, policy rulings and procedures.

Maintains human resources information systems including constant update and generation of information and reports for use by management, management of HR data analytics.

Gathers and collates information on Mission events, new policies, administrative guidelines, and other important updates that transpired and develops and publishes the HRS newsletter quarterly.

Gathers data on specific KPIs develops these together with human interest stories into an annual report of the HRS.

Supervise the Specialist Support Unit.

Performs other duties as required.

#### **Competencies**

- **Professionalism:** Knowledge of human resources policies, practices, procedures, and tools and ability to apply them in an organizational setting. Ability to identify issues, analyze and formulate opinions, make conclusions and recommendations on complex human resources policy and development issues. 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.

- **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' need 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.
- **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.
- **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.
- **Building Trust:** Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidences in colleagues, staff members and clients; gives proper credit to theirs; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

## **Education**

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

## **Work Experience**

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

Experience in the interpretation of United Nations human resources policies, rules and regulations are highly desirable.

Experience in researching, compiling and drafting responses to Administration of Justice (AoJ) system cases is desirable.

Experience in providing guidance on Delegation of Authority is desirable.

Experience managing a team is desirable.

Experience in budget preparation process in relation to staffing requirements is highly

desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of another UN official United Nations language is desirable.

### **Assessment**

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

### **Special Notice**

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body.

Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply.

Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

The United Nations Secretariat is committed to achieving 50/50 gender balance 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.