

Posting Title : HUMAN RESOURCES OFFICER, P4  
Job Code Title : HUMAN RESOURCES OFFICER  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 28 April 2023-27 May 2023  
Job Opening number : 23-Human Resources-UNIFIL-207805-F-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 deputize the Chief Human Resources Officer.

### **Responsibilities**

Within delegated authority of the Chief Human Resources Section, the incumbent will be responsible for the following:

**General:**

- Initiates and coordinates actions covering the entire span of human resources staffing activities (classification reviews, recruitment, placement, reassignment, promotion, performance management, separation), ensuring consistency in the application of the Staff Rules and human resources procedures.
- Provides substantive advice with respect to conditions of services, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Develops and implements new human resources policies, practices and procedures to meet the evolving needs of the Organization.
- Coordinates outreach activities in relation to workforce planning and critical vacancies.
- Monitors and ensures the implementation of human resources policies, practices and procedures.
- Keeps abreast of developments in various areas of human resources.
- Prepares reports and participates and/or leads special human resources project.

**Recruitment and placement:**

- Reviews post incumbency reports, projects and monitors vacant positions and ensure adherence to policies and procedures in filling these positions.
- Represents the

Division/Unit at Departmental panels and appointment bodies. • Support Human resources audits and coordinate with partners. • Reviews recommendation on the selection of candidates by client offices to include gender and diverse geographic representation in selections. • Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and establishing new procedures. • Advises senior management officials on recruitment and other human resources matters. Administration of entitlements: • Advises on the development, modification and implementation of United Nations policies and practices on entitlements. • 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. Travel and International Uniformed Personnel: • Advises and monitors the travel unit on the implementation of United Nations policies and practices on travel related entitlements applicable to civilian staff and international uniformed personnel (IUP). • Monitors and oversees travel, leave entitlements and shipments of uniformed personnel and represents the office in joint bodies and working groups relating to travel, shipment, and administration of uniformed personnel. • Provides advice on interpretation and application of travel policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules. Performance Management: • Supports the mission 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. • Coordinate with the Integrated Mission Training Center to organize training/orientation programmes in performance management and supervisory skills as well as work plans. • Ensure full-compliance with the performance appraisal system and provides input to the establishment of Management Review Committee and Joint Monitoring Committee and 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 Implementation Plan (PIP) or other remedial measures when required. Administration of Justice: • Coordinates with interested parties such as the Staff Association(s) and the mission's Conduct and Discipline component, CHRO, Chief of Staff and DMS, to address and mitigate staff grievances with the purpose resolving them at the lowest practical level. Develops preventive activities such as training and sharing best practices and recent jurisprudence related to human resources management. In consultation with DOS, coordinate the mission's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system and implement decisions applicable to the mission. Other duties: • Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. • Supervises and monitors the work of human resources officers/assistants in undertaking the full range of human resource management activities. • Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review. • Conducts research in preparing policy papers, position papers and briefing notes on issues related to examinations and tests. • Supports dialogue between the management and staff unions (Field Staff Union and National Staff Committee) representatives on matters relating to human resources policy and general staff issues.

## **Competencies**

**PROFESSIONALISM:** Knowledge of administrative, budgetary, financial and human resources policies and procedures; Ability to apply various United Nations administrative rules and regulations in work situations; Conceptual analytical and evaluative skills to conduct independent research and analysis; 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.**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.**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.

## **Education**

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, or related field is required. A first-level university degree in combination with two (2) additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

## **Work Experience**

A minimum of seven (7) years of progressively responsible experience in human resources management or administration or related area is required. Experience in managing staffing, administration, and talent acquisition is required. Practical experience with the planning and delivery of human resources services in complex, volatile and conflict and post-conflict environment is desirable. Experience in implementing change management initiatives is desirable. Experience with human resources recruitment tools such as Inspira is 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.

## **Assessment**

Evaluation of qualified candidates may include informal interviews.

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

