

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Chief, Human Resources Section, P-4

DEADLINE FOR APPLICATIONS	:	02 April 2019
DATE OF ISSUANCE	:	04 March 2019
OFFICE	:	Registry, Human Resources Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	19-HRE-RMT-112710-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Division of Administration, Registry under the supervision of the Chief Administration Officer (who is based in Arusha), in The Hague branch of the International Residual Mechanism for Criminal Tribunals or Mechanism.

Responsibilities:

- Direct and manage the Mechanism's Human Resources (HR) activities (Recruitment, Training, Staff Administration, Medical Unit, Staff Welfare and Career Transition); initiate and implement HR policies, structures and guidelines to respond to the Mechanism's court and prosecution mandate within the requirements of UN policies, rules and regulations, procedures and practices. The incumbent must display sensitivity, creativity and arrive at suitable solutions that meet the needs both of the organization and of staff. S/he will develop policy proposals and initiatives for consideration by Mechanism senior management; plan and implement timely and effective recruitment, ensure consistent and efficient administration of staff and their conditions of service; provide staff development and training; oversee appropriate medical care and staff welfare. Within the context of a temporary organization, apply flexibility – yet consistency - in addressing the Mechanism's requirements.
- Maintain an effective and constructive relationship with the Mechanism's Staff Union.
- Provide the Chief Administrative Officer, Registrar, other members of senior management, and the Joint Negotiating Committee (JNC) with authoritative advice on the full range of HR and related policies by identifying relevant developments and issues pertaining to HR management; undertaking research, consulting with HR counterparts, preparing backgrounds, briefings and rendering comprehensive advice and recommendations.
- Manage the performance and development of HR staff supervised through the performance appraisal system providing motivation, participation and opportunities for staff initiative so as to continue effective and timely delivery of services.
- Monitor and further develop practical and creative measures in the context of the Mechanism's mandate, geared towards meeting organizational requirements of staff retention, while addressing staff needs for career transition, life work balance and other initiatives to strengthen a supportive work environment.
- Strengthen managerial performance throughout the Mechanism by advising staff at all levels on management practices and by providing guidance on specific management issues or problems.
- Represent the organization in meetings related to human resources, conditions of service and host state venues and exercise authority to certify all budget accounts relating to staff costs or personnel entitlements.

Core Competencies:

- Professionalism – Thorough knowledge of UN human resources policies, procedures, practices, regulations and rules. Ability to assess, analyze, identify issues, and recommend solutions in an HR framework; has proven analytical skills. 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.
- 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 the audience; demonstrates openness in sharing information and keeping people informed.
- 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.

Managerial Competencies:

- 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 confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.
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UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree in Human Resource Management, Public of Business Administration, or related field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience:

Minimum of 7 years of progressively responsible experience in human resources management or related areas at the international level, with at least 5 years in the United Nations and with supervisory responsibilities. Experience with international criminal tribunals desirable.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Assessment Method:

There may be a technical test followed by a competency based interview.

Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

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.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

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 or sexual abuse, or crimes other than minor traffic offences, 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.

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.

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.

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

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.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
