

United Nations International Residual Mechanism for Criminal Tribunals

FIXED TERM JOB OPENING (Duration - one year)

Associate Human Resources Officer, P-2

DEADLINE FOR APPLICATIONS	:	20 October 2023
DATE OF ISSUANCE	:	21 September 2023
OFFICE	:	Registry/ Human Resources Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	23-HRE-RMT-218141-R-ARUSHA (R)

United Nations Core Values:	Integrity, Professionalism, Respect for Diversity
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Organizational setting and Reporting:

This position is located in the Human Resources Section, Registry/ Administration of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the direct supervision of the Chief, Human Resources Section.

Responsibilities:

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

Recruitment and Staff Selection

- Provides support in the management of recruitment process including coordinating with client offices in forecasting and identifying vacancies, preparing job openings, reviewing and screening of candidates.
- Support the review job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities • Assists in the preliminary review, prepares and submits recruitment cases to Central Review Bodies,
- Arranges and conducts interviews for selection of candidates.
- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and providing inputs on new procedures on recruitment and staff selection.
- Plans, organizes, and administers the National Competitive Examinations, G to P Examinations, Language professional examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.

Administration of entitlements and Benefits

- Advises the Head of the supervisor on the development and implementation of United Nations policies and practices on entitlements.
- Provides advice to managers and staff on human resources related matters
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Evaluates the effectiveness of related guidelines, HR rules, regulations practices and procedures, and recommends revisions to policies through the CHRO, where necessary.

Planning and Budget

- Supports the planning process by conducting reviews and analysis for determining on the staffing requirements and organizational structure;
- Assists with the review of recommendations resulting from staffing reviews and translates them into staffing requirements for purpose of budget preparation;
- Conducts initial review and analysis on the staffing aspects of the Organization's budget ;
- 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 Human Resources Officers to follow up with Finance and Budget Office to deploy funds to meet any shortfall;
- Assists the supervisor in ensuring that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget Units 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 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,
- Assists in reviewing and processing requests for classification, providing advice and answering queries on classification procedures.

Performance Management

- Assists the Organization 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.
 - Maintains contacts with OHR Learning to organize training/orientation programmes in performance management and supervisory skills as well as work plans.
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- Gathers data on full-compliance of ePAS
- Provides advice to staff and managers in cases of underperformance and facilitates the implementation of a Performance Improvement Plan (PIP) or other remedial measures, when required.

Staff Development

- Researches and Identifies training opportunities for HR staff as well as staff in general, and plans and prepares the mission training budget in coordination with the integrated training service.
- Assists with the development of training programmes staff, in coordination with the integrated training service, giving particular attention to developing and implementing career development paths for national staff members;
- Assists with the assessment of skills, expertise and knowledge requirements of human resources staff, contributing to the designing of individual on-the-job and group training programmes on specific subject matters in the area of human resources management, including in the use of SAP.

Administration of Justice

- Compiles the mission's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system.
- Provides inputs to efforts and measures aimed at addressing and mitigating staff grievances with the purpose of resolving them at the lowest practical level.
- Assists with the development of preventive activities such as training and sharing best practices and recent jurisprudence related to human resources management.

Staff and Management Relations

- Provides inputs on various HR matters for purpose of discussions and dialogue between the management and international and national staff unions (Field Staff Union and National Staff).
- Participates in meetings with staff representatives to address issues affecting the staff
 - Assists the supervisor, 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:

- Assists in 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 action.
- Assists with the development of a communication strategy with a dedicated intranet page on HR issues and regular formal and informal meetings.
- Assists in reviewing and processing requests for classification, providing advising and answering queries on classification procedures and processes
- 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;
- Performs other duties as required.

Core Competencies:

- **Professionalism** - 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.
 - **Teamwork** – Works collaboratively with colleagues to achieve organisational 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.
 - **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.
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QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or a related field is required.

A first level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Job-Specific Qualification:

Certification as HR Partner- all is desirable

Experience:

A minimum of 2 years of progressively responsible experience in human resources management, administration or related area is required.

- Experience working at UN or similar international organization is desirable.
- Experience advising managers and staff on the interpretation and application of human resources policies is desirable.
- Experience with SAP/Human Capital Module (Enterprise Resources Planning) system is desirable.
- Experience in the administration of staff entitlements and benefits is desirable.
- Experience with United Nations Staff Rules and Regulations is desirable.

Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required.

Assessment:

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

Special Notice:

Appointment or assignment against this position is for an initial period of one year.

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

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.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities.

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.

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

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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.

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>
