

HUMAN RESOURCES OFFICER, P3

Job Opening

Job Opening ID: 279049

Job Network : Management and Administration

Job Family : Human Resources

Category and Level : Professional and Higher Categories, P-3

Duty Station : THE HAGUE

Department/Office : International Residual Mechanism for Criminal Tribunals

Date Posted : Jun 15, 2026

Deadline : Jul 14, 2026

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Org. Setting and Reporting

This position is located in the Human Resources Section in the Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague, the Netherlands. Under the overall supervision of the Chief of Human Resources Section, the Human Resources Officer will be responsible for the following duties:.

Responsibilities

General • Provides advice and support to managers and staff on human resources related matters. • Prepares special reports and participates and/or leads special human resources project. • Keeps abreast of developments in various areas of human resources. **Recruitment and placement** • Identifies upcoming vacancies in coordination with client offices. • Prepares vacancy announcements, reviews applications, and provides a short-list to those offices. • Arranges and conducts interviews to select candidates. • Reviews recommendation on the selection of candidate by client offices. • Monitors and evaluates recruitment and placement related activities. • Supervises and monitors the work of the Human Resources Assistants in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts. **Administration of entitlements** • Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulation and rules. • Administers and provides advice on salary and related benefits, travel, and social security entitlements. • Determines and recommends benefits and entitlements for staff on the basis of contractual status. • Reviews policies and procedures and recommends changes as required. • Reviews and recommends level of remuneration for consultants. **Staff development and career support** • Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs. Prepares monitoring reports on staff development and career support programmes. • Designs, plans, monitors and provides induction orientation programme and briefing to new staff members. • Provides performance management advice to staff and management. Assists supervisors and staff with understanding and using the performance appraisal system (PAS). • Assesses training needs, identifies, designs and delivers training programmes to staff at all levels throughout the Organization. **Other duties** • Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. • Assists in preparing policy papers, position papers and briefing notes on issues related to examinations and tests. • Collects and analyzes data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting.

Competencies

•**Professionalism:** Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. 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. Able to analyze and interpret data in support of decision-making and convey resulting information to management. •**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. •**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.

Education

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related area is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is desirable.

Job - Specific Qualification

Umoja HR Partner certification is required. Please attach certificate to application.

Work Experience

A minimum of five (5) years of progressively responsible experience in human resources management, administration is required. Experience in the administration of a broad range of entitlements and benefits using ERP systems such as Umoja (SAP) or similar is required. Experience supervising a team is required. Experience with international criminal tribunals is desirable. Two (2) years or more of experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations. For this job opening, English is required. The table below shows the minimum required level for each skill in these languages, according to the UN Language Framework (please consult <https://languages.un.org> for details).

Required Languages

Language	Reading	Writing	Listening	Speaking
English	UN Level II	UN Level II	UN Level II	UN Level II

Assessment

Evaluation of qualified candidates for this position may include a substantive assessment, such as a written test, which will be followed by a competency-based interview by teleconference

Special Notice

The appointment against this post is for one year on fixed term, subject to budgetary approval. The United Nations is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position. The appointment is limited to the International Residual Mechanism for Criminal Tribunals. *Appointment of the successful candidate to this position will be subject to budgetary approval. 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. When completing the Candidate Profile form, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the Hiring manager to assess your eligibility and suitability for the position and to contact you. 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 based on 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. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application. All applicants are strongly encouraged to apply online as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. Online applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. If the problem persists, please seek technical assistance through the Inspira "Contact Us" link.

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. By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions. Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on “Manuals” in the “Help” tile 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. All external candidates recruited in accordance with section 2.2 (a) of ST/AI/2025/3 for a fixed term appointment without limitation and all external candidates recruited in accordance with section 2.2. (c) of ST/AI/2025/3 for a fixed term appointment limited to the entity are subject to an initial probationary period of one year under a fixed-term appointment. 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.