

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2023)

Human Resources Officer, P-3

DEADLINE FOR APPLICATIONS	:	28 May 2023
DATE OF ISSUANCE	:	15 May 2023
OFFICE	:	Registry/ Human Resources Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	23-HRE-RMT-209149-J-ARUSHA

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

Organizational setting and Reporting:

The post is located in the Registry, Human Resources Section of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Tanzania Branch. The incumbent will work under the direct supervision of the Chief, Human Resources Section based in The Hague, Netherlands.

Responsibilities:

The incumbent will perform the following duties:

- Serves as the senior Human Resources Officer for the Arusha and Kigali branches of the IRMCT.
- In coordination with the Chief, Human Resources Section provides advice on interpretation and application of policies, regulations, and rules. Reviews and provides advice on exceptions to policies, regulation, and rules.
- Serves as Umoja focal point on Arusha HR matters.
- Provides advice and support to staff and managers on human resources related matters.
- Prepares ad hoc reports and participates in and/or leads human resources projects.
- Keeps abreast of developments and changes in UN rules and regulations, governance documents (i. e ST/SGB, ST/AI, ST/IC) and other areas of UN human resources.

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, entitlements.
- In consultation with Hague-based Human Resources Section 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.

Other duties

- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Conducts and coordinates salary surveys assessing the labor market at Headquarters and in the field and establishes salaries and related allowances of locally recruited staff.
- Prepares classification analysis of jobs in Professional and General Service and related categories.
- Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.
- Assists in preparing policy papers, position papers and briefing notes on issues related to examinations and tests.

Recruitment and placement (when necessary)

- Identifies upcoming vacancies in coordination with client offices.
 - In consultation with Hague-based Human Resources Section prepares vacancy announcements, reviews applications, and provides a short-list to those offices.
 - Schedules and conducts interviews to select candidates.
 - Reviews recommendation on the selection of candidate by client offices.
 - Serves as ex-officio during interviews, appointment and promotion bodies, examinations boards, and prepares and presents cases to these bodies.
 - Monitors and evaluates recruitment and placement related activities of client offices, and recommends changes or corrections related to procedures to these offices.
 - Supervises and monitors the work of the Arusha-based Human Resources Assistants in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts.
 - Coordinates and administers the, YPP Examination, Language Proficiency Examination (LPE), Global General Services Test (GGST) and other programmes and tests related to recruitment of professional, general service and other categories of staff.
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Oversees 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 and manages sabbatical/external assistance schemes.
- Provides advice on mobility and career development to staff, particularly young professionals and staff in the General Service and related categories.
- 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.

Core Competencies:

- **Professionalism:** Knowledge of human resources policies and procedures and ability to apply them in an organizational setting. 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

- **Leadership –** Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.

QUALIFICATIONS

Education:

Advanced university degree in Human Resource Management, Public or Business Administration, or related areas such as Education and Social Science. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

Minimum of 5 years of progressively responsible experience in human resources management, administration or related area at the international level is required. Extensive knowledge of and experience using Umoja, as a Human Resources Partner, or familiarity with a similar Enterprise Resource Planning System (ERP) is required.

Language:

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:

Selection will be based upon comparative analysis of the candidates.

Special Notice:

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.

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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 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.

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, 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.

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>
