

Posting Title : CHIEF OF UNIT, HUMAN RESOURCES  
MANAGEMENT, P4  
Job Code Title : CHIEF OF UNIT, HUMAN RESOURCES MANAGEMENT  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 3 August 2021-16 September 2021  
Job Opening number : 21-HRE-RSCE-159723-R-ENTEBBE (M)  
Staffing Exercise : N/A

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

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### **Org .Setting And Reporting**

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support.

In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE, provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the pillar of the Deputy Director of RSCE and reports to the Deputy Director. The Chief Human Resources Officer (CHRO) is responsible for a fully integrated and regulatory-compliant human resources management in the RSCE. He/She serves as the Human Resources Adviser to the RSCE leadership and hiring managers on human resources, planning and management, policy implementation and monitoring in order to ensure that HR

and RSCE's objectives are aligned and responsive to Key Performance Indicators (KPIs). He/She also ensures that the staff are availed of proper support in terms of policy and substantive guidance in performing the roles in the system (Umoja).

### **Responsibilities**

Within delegated authority, the Chief of Unit, Human Resources Management will be responsible for the following duties:

#### **Strategic Planning:**

Participates in the RSCE planning process throughout the RSCE lifecycle and plays a critical role in determining the staffing requirements and structures;

Advises RSCE management on emerging capacity gaps in light of the RSCE commitments;

Advises on workforce planning, including implementation of succession planning and forecasting of human resources requirements;

In coordination with all RSCE components, develops coherent staffing strategies to support the implementation of the RSCE's mandate including recruitment plan;

He/she is also responsible for assessment of the workforce per function, skill, level, category, occupational group, gender and geography and for identifying the gap and determining actions to respond to needs taking into account existing vacancies, projected changes due to retirements, returns to parent duty station and turnover rates;

Advises and guides RSCE leadership on the implementation of organization-wide change initiatives especially those related to and have impact on the human resources;

Reviews RSCE structures to establish required adjustments that may lead to consolidation, retrenching and reduction of posts.

#### **Budget Process:**

Participates in the budget development process of the RSCE and provides advice to the management on the human resources requirements, staffing table and organizational structure of all sections based on the DOS guidelines on budget review;

Coordinates with DOS on the review of the staffing aspects of the RSCE's budget and manages preparation of documentation for classification of posts and the implementation of classification result;

Ensures that expenditures related to staffing are within the budgeted staffing costs, coordinating with the Finance and Budget at both the RSCE and Headquarter levels to ensure availability of funds;

Ensures the integrity of the staffing table as approved in the budget without discrepancy in the organizational units;

Maintains an accurate and updated staffing table. Advises hiring managers on loaning of posts between sections based on the SOP on staffing table and post management.

#### **Recruitment and staff selection:**

Manages the selection and appointment process by advising managers on the staff selection process and ensuring compliance and required level of skill to conduct and document competency-based interviews for position specific job openings, if required;

Facilitates the RSCE's participation in expert panels to evaluate applicants to generic job openings;

Manages recruitment and selection related process in a transparent, consistent, merit-based

and fair manner;

Advises hiring managers and management on organizational targets related to gender balance and geographic diversity to promote compliance;

Manages the recruitment and selection of national staff ensuring advertising based on the classified job descriptions and guiding managers on the selection process in line with UN staff rules and regulations.

#### Human Resources Management:

Advises and communicates to senior management and staff on human resources policies and practices and provides direction and coherence to all HR activities and systems in the RSCE;

Supervises the process of knowledge/awareness building amongst programme managers, senior management and staff members with regard to the staff rules and regulations, and related guidelines in the administration of entitlements and their application by the HR Section, including consistent implementation of delegated authority;

Provides direction and advice on interpretation and application of policies, staff regulations and rules;

Monitors and evaluates the effectiveness of related guidelines, HR rules, regulations practices and procedures, and recommends revisions to DOS, where necessary;

Responsible for monitoring and evaluating the implementation of delegated authorities through inter-alia, the Human Resources Management Scorecard (HRM-S), Service Level Agreements, HRM-S indicators, and the Senior Managers' Compact;

Represents the RSCE management on a variety of joint staff-management advisory bodies in some ex-officio advisory or active capacity, as appropriate;

Serves as primary interface regarding cross-cutting HR issues between the Director RSCE and DOS, with a key proactive role of open communications, advisory services, and collaborative problem resolution;

#### Performance Management:

Supports the RSCE in the implementation of the performance appraisal system and monitors its compliance, providing guidance and substantive support to RSCE components on standards for the development of org units and individual work plans;

Coordinates with the Integrated Mission Training Center to organize training/orientation programmes in performance management and supervisory skills as well as work plans;

Ensures full-compliance of e-Performance and provides input to the establishment of a Management Review Committee and a Joint Monitoring Committee and Rebuttal Panel and acts as the facilitator and ex-officio member;

Counsels staff and managers in cases of under-performance and facilitates the implementation of a Performance Improvement Plan (PIP) or of the remedial measures, when required.

#### Staff Development:

Advises on training opportunities for HR staff as well as staff in general giving particular attention to developing and implementing career development paths for national staff members;

Provides regular information on global vacancies and opportunities for the generic rostering system;

Coordinates with DOS as a conduit for headquarters initiatives and as the initiator of individual career advice and counseling, which includes the planning and shaping the progression and movement of staff both within and among missions as part of the global

secretariat.

**Capacity Building:**

Continuously assesses the skill, expertise and knowledge of the HROs and HRAs, ensuring participation of human resources staff in relevant training programmes and designing individual on-the-job and group training programmes on specific subject matters in human resources management, including in the use of HR IT systems.

**Administration of Justice:**

In coordination with interested parties such as the Staff Association(s) and the focal point for Conduct and Discipline, Director RSCE, the CHRO will address and mitigate staff grievances with the purpose of 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, the CHRO will also coordinate the RSCE's responses to formal and informal requests coming from different entities under the Administration of Justice (AoJ) system and implement decisions as applicable to the RSCE.

**Staff and Management Relations:**

Develops an "open door" dialogue between the management and international and national staff unions (Field Staff Union and National Staff Committee) respectively to discuss HR matters and related staff issues;

Meets frequently with staff representatives to address issues affecting the staff and coordinates the quarterly meetings with the Director RSCE;

Organizes, as necessary, general or specific meetings for the staff on issues such as HR aspects of mandate implementation, status of HR reforms and other organizational change initiatives.

**Other:**

Maintains constant dialogue with the Heads of Operations/Administration of UN Country Teams for coordination of national staff salary surveys, cost of living surveys, and other common policies on in-country entitlements for staff;

Coordinates welfare initiatives and activities to enhance staff engagement and strengthen their physical and mental health and well-being.

Performs other duties as required.

**Competencies**

**Professionalism:** Demonstrates knowledge of all aspects of human resources management with proven analytical skills; Demonstrated use of initiative and ability to interpret the Organization's HR policies, procedures and practices 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.

**Accountability:** Takes ownership of all responsibilities and honours 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.

**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.

**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 Organization-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

**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly

## **Education**

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

## **Work Experience**

A minimum of (7) seven years of progressively responsible experience in human resources management, administration or related area.

Experience providing strategic human resource guidance to senior management is required. Experience in the operational application of human resources management policies and practices is required.

Experience in staff selection, talent management, and the administration of benefits and entitlements is required.

Experience in the use of an SAP or People soft based human resources platform is desirable. Experience in an international organization is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of French is desirable.

## **Assessment**

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

## **Special Notice**

This post is funded for an initial period of one year and may be subject to extension.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity 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. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 28 February 2021, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, South Sudan, Suriname, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

## **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.

### **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.