

Posting Title : Human Resources Officer, P3  
Job Code Title : HUMAN RESOURCES OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 1 November 2019-7 November 2019  
Job Opening number : 19-HRE-RSCE-126200-J-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**

This position is located in the Regional Service Centre, Entebbe. The incumbent will report to the Service Line Manager.

The Service Line approach serves to offer improved performance with:

- A process-based approach better suited for high volume transactions (as at the RSCE)
- Standardized service delivery with equivalent outcomes for all client missions
- Continuous focus on improving the overall performance of the process
- The emphasis is on higher client satisfaction rather than functional requirements, demonstrated mainly by faster processing times for transactions.

It also serves to strengthen accountabilities through:

- Clearly defined service delivery expectations linked to roles and responsibilities established within the service level agreements
- Increased ownership of end-to-end processes and key performance indicators (KPIs)

### **Responsibilities**

Within delegated authority, the Human Resources Officer will be responsible for the following duties: (These duties are generic and may not be carried out by all Human Resources Officers at this level)

#### **RECRUITMENT AND PLACEMENT**

- Projects and monitors vacant posts of assigned level/group, Secretariat or center wide and ensures adherence to policies and procedures in filling these posts.
- Manages recruitment process including development of recruitment strategies and plans, coordinating with client offices in forecasting and identifying vacancies, preparing job

openings, reviewing and screening of candidates.

- Review job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with the approved or classified documents.
- Conducts primary review, prepares and submit recruitment cases to approving officials/entities.
- Arranges and conducts interviews for selection of candidates.
- Reviews recommendation on the selection of candidate by client offices.
- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and establishing new procedures on recruitment and staff selection.
- Under the direction of Human Resources Services Division, Department of Operations Support (HRSD/DOS), coordinate and administers language proficiency examination and other programmes and tests related to the recruitment of professional, general service and other categories of staff.
- Manages the recruitment and selection of national staff ensuring the development of job descriptions for approved posts, liaising with the UNHQ on the classification of such posts, advertising and guiding managers on the selection process in line with UN rules and regulations.

#### ADMINISTRATION OF ENTITLEMENT AND BENEFITS

- Advises the Head of Unit or Senior Human Resources Officers on the development, modification and implementation of United Nations policies and practices on entitlements.
- Provides advice and guidance to managers and staff on human resources related matters.
- Reviews and recommends level of remuneration for consultants.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Represents the office in Joint bodies and working groups relating to salaries and other conditions of service.
- 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 strict application by HR Section, including consistent implementation of delegated authority.
- Monitors and evaluate the effectiveness of related guidelines, HR Rules, regulations, practices and procedures, and recommends revision to UNHQ, where necessary.

#### PLANNING AND BUDGET

- Participate in the planning process throughout the budget life cycle for determining the staffing requirements and organizational structure; also conducts analysis and provides inputs on emerging capacity gaps in accordance with the Centre's mandate.
- Contributes to the budget development process by reviewing the drafts and providing input on the human resources requirements and organizational structure of all sections based on the UNHQ guidelines on budget review.
- Reflects recommendations of the staffing table reviews into the staffing stable requirements for purpose of budget preparation;
- Constantly reviews and monitors staffing related costs and expenditures in UMOJA in line

with funds allotment, ensuring that funds for staffing costs are available, and where necessary alerts the Service Line Manager/Section Chief to follow up with Finance and Budget Office to deploy funds to meet any shortfall;

- Ensure that expenditures related to staffing are within the budgeted staffing costs, coordinating with Finance and Budget Units at both the Centre and Headquarter levels 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

- Supports the Center 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 the development of section, unit and individual work plans.
- Coordinate 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 Management Review Committee and Joint Monitoring Committee and Rebuttal Panel and acts as their facilitator and ex-officio member.
- Counsel 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

- Provides regular information on global vacancies and opportunities for the generic rostering system and works with Human Resources Services Division, Department of Operations Support (HRSD/DOS) as a conduit for headquarters initiatives and as the initiator of individual career advice and counselling.
- Advises staff on training opportunities for HR as well as in general giving particular attention to developing and implementing career development paths for staff members;
- Continuously assesses the skills, 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 the area of human resources management, including in the use of HR IT systems (UMOJA, ERP, INSPIRA etc.)

#### ADMINISTRATION OF JUSTICE

- Researches and 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 purposes of resolving them at the lowest practical level.
- Contributes to the development of preventive activities such as training and sharing best

practices and recent jurisprudence related to human resources management.

#### **STAFF AND MANAGEMENT RELATIONS**

- Supports 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.
- Participates in meetings with staff representatives to address issues affecting the staff and coordinate the quarterly meetings with the Head of the Centre and Section Chiefs.
- Organizes, 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.

#### **OTHERS**

- Under the supervision of the Service Line Manager, the HRO contributes to the monitoring and evaluation of the implementation of delegated authorities, through inter-alia, the human Resources Management Scorecard (HRM-S), Service Level Agreements, HRM-S indicators, and the senior Manager's compact.
- Participate in the development of a set of actionable and targeted change management plans, including coaching and training in order to implement these responsibilities and report on possible gaps and risks and recommends corrective action.
- Assists with the development of a communication strategy with the dedicated intranet page on HR issues and regular formal and informal meetings.
- Conducts research on precedents, policy rulings and procedures.
- Maintain human resources information systems, including constant update and generation of information and reports for use by management
- Performs other duties as required.

#### **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.
- **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **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. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

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

Experience in the administration of benefits and entitlements in the United Nations System is required.

A minimum of 2 years work experience with a United Nations peacekeeping mission, agency, fund or programme in a conflict or post-conflict setting desirable.

Experience with the use of HR systems such as an ERP (UMOJA), FSS, and/or INSPIRA, is desirable.

Experience in a shared service centre or operation is desirable.

### **Languages**

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

### **Assessment**

Evaluation of qualified candidates may include an informal interview.

### **Special Notice**

- This position is temporarily available until 30 June 2020. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff

selection process including the review of a central review body established according to staff rule 4.15.

- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

### **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.

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.