
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Human Resources Officer, NO-C
Department/Office:	UN Verification Mission in Colombia (UNVMC), Human Resources Unit
Location:	Bogotá, COLOMBIA
Posting Period:	15 June- 14 July 2021
Job Opening Number:	UNVMC-NJO-2021-011

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

IMPORTANT NOTE:

In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference female candidates are strongly encouraged to apply.

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP, is properly signed and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. Kindly ensure that you include the job opening number for the above position in your e-mail application. Only short-listed candidates will be contacted.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

Only Colombian Nationals are eligible to apply for National Job Openings.

Organizational Setting and Reporting

This position is located in the UNVMC Human Resources Unit. The incumbent will report to the Chief Human Resources Officer and to the Chief Operations and Resource Management in second line of reporting.

Responsibilities:

Within delegated authority, the Human Resources Officer will carry out the following duties.

Recruitment and Staff Selection

- 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.
- Serves as ex-officio in appointment and promotion bodies, examinations boards, and prepares and presents cases to these bodies.
- Prepares job offers for successful candidates.
- 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 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, mainly related to recruitment.
- Provides advice on salary and related benefits, travel, and social security entitlements to newly recruited staff.
- 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

- Provides advice on mobility and career development to staff, particularly.
- Provides input to induction orientation programme.

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.

Core values:

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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

Respect for diversity: Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

COMPETENCIES:

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.

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.

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 two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five (5) years of progressively responsible experience in human resources management, administration, recruitment, or related area.

Experience in human resources ICT systems, for example as Inspira, Umoja, ERP, SAP software is desirable. Experience in International organizations is desirable.

Languages:

English and French are the working languages of the United Nations. For the position advertised, fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

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.