



INTERNATIONAL CIVIL SERVICE  
COMMISSION

COMMISSION DE LA FONCTION  
PUBLIQUE INTERNATIONALE

## VACANCY ANNOUNCEMENT

Posting Title: Chief, Human Resources Policies Division, D-1  
Department/Office: International Civil Service Commission (ICSC)  
CCOG code: 1.A.06 (Human Resources)  
Location: New York  
Posting Period: until 30 September 2023 (cob)  
Duration: Two-year appointment, initially  
Job Opening number: ICSC/03/2023 (re-adv. of ICSC/02/2023)

### Organizational Setting and Reporting

This position is located in the secretariat of the International Civil Service Commission (ICSC). To support the Commission in fulfilling its mandate, the Human Resources Policies Division (HRPD) develops proposals for the establishment, revision and enhancement of human resources management policies in the United Nations common system, with particular reference to human resource planning, recruitment, mobility, career and staff development schemes, performance management, work/life balance, job evaluation standards, standards of conduct and gender equity strategies, and promotes consistency in the implementation of these policies by the organizations. The Division is also responsible for the management of field entitlements, such as the hardship and mobility scheme, danger pay and non-family status of duty stations.

Reporting to the Executive Secretary, the Chief of Division maintains close contact with stakeholders and partners and directs the development of policies in the areas under his/her responsibility, to ensure that they are relevant to the needs of common system organizations and Member States, and ensures that work assigned to the Division is carried out in an expeditious and professional manner.

### Responsibilities

The incumbent:

- Develops and directs the conduct of studies on the abovementioned aspects of human resources management for the development of system-wide HR policies, standards and

procedures in the organizations of the United Nations common system, exploring and adapting best practices from public and private international sectors;

- Formulates policy recommendations in the relevant functional areas and provides advice to the Commission and the General Assembly on matters falling within his/her competence;
- Monitors and guides the implementation by organizations of the United Nations common system of the policies recommended and/or approved by the Commission and the General Assembly;
- Directs the development, testing and review of job evaluation and supporting systems, procedures and manuals for organizations of the common system, and advises and trains staff of the organizations in their application; develops and implements the job evaluation segments of remuneration studies;
- Manages the mobility/hardship scheme, including periodic studies of its functioning and the underlying methodology, the annual hardship classification of United Nations duty stations, the designation of non-family duty stations, the danger pay system, and the common system rest and recuperation framework;
- Develops and directs the work programme for the Division, and manages staff performance through the encouragement of professional growth and a results-oriented environment.

## Competencies

### Professionalism:

- Demonstrated expertise in developing innovative human resource management policies and systems and encouraging successful change management environments.
- Demonstrated ability to analyze complex and sensitive data and information and report on it cogently.

### Leadership:

- Effective leader with the ability to identify key strategic issues, opportunities and risks, to visualize new and innovative HR concepts, to align divergent views and positions and to motivate and build agreement of staff, managers and member states for common objectives;
- Excellent interpersonal and coaching skills, demonstrated ability to lead and develop HR staff;
- Serves as a role model that other people want to follow;

- Establishes and maintains relationships with a broad range of people to understand needs and gain support.

**Judgement/Decision-making:**

- Commitment to the achievement of broad organizational goals and effective programme delivery taking ownership for and demonstrating sound judgement in all areas of responsibility;
- Ability to identify the key issues in a complex situation and come to the heart of the problem and decide quickly;
- Ability to strategically assess options and act based on conditions in the work environment, and the vision and values of the organization.

**Communication:**

- Excellent communicator with effective listening and negotiation skills;
- Ability to present ideas with clarity and conviction both orally and in writing.

**Education**

An advanced university degree in Human Resources, Public or Business Administration, or related field. In line with established UN practice, a first-level university degree in combination with an additional two years of qualifying experience (ie., in this case at least 17 years of relevant experience) may be accepted in lieu of the advanced university degree.

**Work Experience**

- At least 15 years of progressively responsible experience in human resources management or the development of HR Policies in the United Nations common system environment at a senior level is essential. Any candidate should have worked in at least two common system organizations and in at least two duty stations;
- Experience in managing staff and the ability to lead a team and work in a multicultural environment are requirements.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, excellent written and spoken English is essential. Knowledge of French is desirable. Knowledge of another official UN language is an advantage.

## Assessment

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

## Special Notice

Applicants for previous VA announcement ICSC/02/2023 will continue to be considered for this new announcement (ICSC.03.2023).

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. Staff members appointed to the current position are required to submit a financial disclosure statement upon assignment or appointment and annually thereafter.

## United Nations Considerations

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 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.**

**ALL APPLICANTS:** Please complete a copy of the United Nations application form (Personal History Form P.11), at <http://unicsc.org/resources/general/vacancies/p11.doc>, or a UN Personal History Profile (PHP), quoting the vacancy number, along with a cover letter and send to: [icsc-dropbox@un.org](mailto:icsc-dropbox@un.org).