

VACANCY ANNOUNCEMENT NO. ICSC/02/2017
DEADLINE FOR SUBMISSION OF APPLICATIONS: 20 February 2018

POSITION TITLE	LEVEL (GRADE)	CCOG CODE	DUTY STATION	DATE FOR ENTRY	DURATION OF ASSIGNMENT
CHIEF, HUMAN RESOURCES POLICIES DIVISION	D-1	1.A.06.	NEW YORK	TBC	TWO YEARS, INITIALLY
<p style="text-align: center;">ORGANIZATION: INTERNATIONAL CIVIL SERVICE COMMISSION (ICSC)</p> <p>The ICSC was established by the United Nations General Assembly for the regulation and coordination of the conditions of service of the United Nations common system, which is composed of some 30 organizations, programmes and funds located throughout the world.</p>				<p style="text-align: center;">UNIT: HUMAN RESOURCES POLICIES DIVISION</p>	
<p>Applications from female and male candidates are equally welcome.</p>					
<p>ORGANIZATIONAL SETTING</p> <p>This position is located in the secretariat of the International Civil Service Commission (ICSC), which is an independent expert body established by the United Nations General Assembly. Its mandate is to regulate and coordinate the conditions of service of staff in the United Nations common system, while promoting and maintaining high standards in the international civil service. The Commission is also tasked to lead the development of new approaches in the field of human resources in support of the overall management reform taking place in the organizations of the common system.</p> <p>To support the Commission in fulfilling its mandate, the Division of Human Resources Policies (HRPD) develops proposals for the establishment, revision, and/or enhancement of human resources management policies in the United Nations common system with particular reference to job evaluation standards, human resource planning, recruitment, mobility, career and staff development schemes, performance management, work/life balance 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 the mobility and hardship scheme, the standards of conduct for international civil servants, and the rest and recuperation framework for common system organizations.</p> <p>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 by the Commission is carried forward in an expeditious and professional manner.</p> <p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Develops and directs the conduct of studies on the abovementioned aspects of human resources management for the development of 			<p>EDUCATION, WORK EXPERIENCE AND LANGUAGE REQUIREMENTS</p> <ul style="list-style-type: none"> Advanced university degree in Human Resources Management, Business Administration, Public Administration or related field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree. At least 15 years of progressively responsible experience in all aspects of human resources management. Work experience in Human Resources policy is essential. Experience in managing staff and the ability to lead a team and work in a multicultural environment are required. Experience in at least two international organizations highly desirable. Work experience in at least two duty stations, including at field duty stations, highly desirable. 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. 		

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 authoritative advice for 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 hazard/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.

REQUIRED COMPETENCIES

Professionalism

- Demonstrated professional expertise in developing innovative human resources management policies and systems.

Conscientious and efficient in meeting commitments and achieving results.

Motivated by professional rather than personal concerns.

Shows persistence when faced with difficult problems or challenges; remains calm in stressful situation.

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.
- 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.

<ul style="list-style-type: none"> Ability to identify the key issues in a complex situation and come to the heart of the problem quickly <p>Communication</p> <ul style="list-style-type: none"> Excellent communicator with effective listening and negotiation skills; Speaks and writes clearly and effectively. 	
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Remuneration

The position carries a net remuneration of approximately US\$ 160,890 including a variable post adjustment. Appointments from outside the United Nations common system organizations are normally at Step 1 of the grade. Other allowances such as spouse allowance, children’s allowance, education grant for eligible dependent children or rental subsidy may also apply. Only short-listed candidates will be contacted.

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.

Assessment method

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview for those most successful in the assessment.

ALL APPLICANTS: Please complete a copy of the United Nations application form (P.11), which can be downloaded at <http://icsc.un.org/resources/vacancies/p11.doc>, or a UN Personal History Profile (PHP) from the United Nations career website, quoting the vacancy number, along with a cover letter and send to: icsc-dropbox@un.org.