

## **Vacancy Announcement No. ICSC/1/2017**

Deadline for submission of applications: **14 August 2017**

### **Associate Human Resources Policy Officer**

Human Resources Policy Division

*International Civil Service Commission, New York*

- Level of post:** P-2
- Duration of assignment:** 2 years, renewable
- Date of entry:** As soon as possible

The International Civil Service Commission is established by the General Assembly for the regulation and coordination of the conditions of service of the United Nations common system. The Commission is based in New York. The common system is composed of 28 organizations, funds and programmes located throughout the world.

#### **Organizational Setting and Reporting**

The post is located in the Human Resources Policies Division of the ICSC. The incumbent will report directly to the Chief of the Division.

#### **Main duties:**

- Provide technical assistance in all areas of Human Resources Policy undertaken by the Division
- Carry out research and preliminary analysis of matters related to conditions of service, allowances and other policy matters for review conducted by senior specialists in preparation for Commission sessions
- Obtain background and factual information from inside and outside the organizations (e.g. other international organizations, United Nations common system organizations, public sector of member states etc.)
- Organize and analyse human resources and organizational data and statistics from internal and external databases (e.g. United Nations System Chief Executives Board for Coordination (CEB))
- Draft analysis for documents to be submitted to the Commission
- Undertake activities related to the classification of duty stations according to conditions of life and work under the mobility and hardship scheme, score questionnaires and conduct related research on duty stations
- Provide general technical assistance and back-stopping to working groups, workshops and other fora in which the division is involved by researching materials and preparing presentations
- Classify posts in the framework of grade equivalency exercises and for the monitoring of the job evaluation tools
- Perform other duties as assigned

## **Qualifications, experience and language requirements:**

- First-level university degree in public administration, human resources management or related field
- A minimum of 2 years Professional experience in the field of human resources or public administration
- Excellent drafting skills
- Strong speaking and presentation skills
- Good knowledge of information technology applications, in particular Word, Excel, PowerPoint and Lotus Notes
- Fluency in oral and written English is required
- Working knowledge of French or another official UN language is an advantage.

## **Competencies**

*Professionalism:* Demonstrated experience in the area of Human Resources, Public Administration or related field; Knowledge of the work of the International Civil Service Commission. Pays attention to detail and shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, self-motivated and observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; able to work with minimal supervision. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work

*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

*Technological Awareness:* Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology

## **Assessment**

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

At Step 1 of the grade, the position carries a gross salary of approximately **US\$55,955** plus any applicable allowances such as dependency allowance and education grant for eligible dependent children, rental subsidy etc.. Appointments from outside the United Nations common system are normally at Step 1 of the grade. Acknowledgements will be sent only to short-listed candidates.

**ALL APPLICANTS:** Please complete a copy of the United Nations application form P-11 (<http://icsc.un.org/resources/vacancies/p11.doc>) quoting the vacancy number and send it, by e-mail, to [icsc-dropbox@un.org](mailto:icsc-dropbox@un.org).

*Applications from male and female candidates are equally welcome.*