

United Nations

*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are limited to service on posts financed by
the support account of peacekeeping operations*

Post title and level	Human Resources Officer P-3 (seconded, contracted)
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)
Duty Station	Bangui
Reporting to	Strategic Policy and Planning Officer
Duration	12 Month (extendible)
Deadline for applications	31 March 2019
Job Opening number	2019-MINUSCA- 31020983-DPO

United Nations Core Values: Integrity, Professionalism and Respect for Diversity

RESPONSIBILITIES: The Human Resources Officer at this level undertakes responsibilities in human resources management including but not limited to advising and applying the Organization's staff rules and regulations, as well as internal procedures and processes related to human resources planning and management, review of the staffing aspects of the budget, conditions of service, administration and entitlements and benefits, recruitment and selection, performance management and staff development and administration of justice. Under the guidance and supervision of the Police Commissioner, the incumbent will be responsible to assist and advise National Police and Gendarmerie on the following:

General

- Develop and implement new human resources policies, practices and procedures to meet the evolving needs of the Organization.
- Monitor and ensure the implementation of human resources policies, practices and procedures.
- Keep the leadership abreast of developments in various areas of human resources.
- Prepare reports and participate and/or leads special human resources project.
- Plan, organize, manage and supervise the work of the Unit/Section assigned.

Recruitment and placement

- Project and monitor vacant posts of assigned level/group and ensures adherence to policies and procedures in filling these posts.
- Recommend guidelines on promotion and placement of staff.
- Oversee preparation of recruitment, testing and selection and background/vetting processes, as well as internal transfers, assignments and deployments.
- Review recommendation on the selection of candidates provided by client offices.
- Prepare the job offers and coordination with training academies for induction of candidates.
- Participate in task forces and working groups identifying issues/problems, formulating policies and guidelines, and establishing new procedures.
- Advise the MINUSCA Police Strategic and Policy Advisor and the MINUSCA Head of Police Component on matters pertinent to discussions with senior government officials on recruitment and other human resources matters.

Administration of entitlements

- Develop, modify and implement entitlements policies and practices.
- Analyze the level of remuneration for consultants and issue appropriate recommendations.
- Interpret and apply policies, regulations and rules in the area of entitlements.

Staff development and career support

- Identify and analyze staff development and career support needs and designs programs to meet identified needs. Prepares monitoring reports on staff development and career support programs.
- Analyze staff development and career support plans to ensure that they are consistent with the overall organizations goals, policies on staff development and career support, and the respective mandates.
- Evaluate effectiveness and impact of staff development and career support programs and recommends ways to enhance effectiveness and impact.
- Develop performance management system. Assists supervisors and staff with understanding and using the performance appraisal system (PAS).
- In consultation with the training coordinator, assess training needs, identifies, designs and delivers training programs to staff at all levels throughout the CAR police and gendarmerie.
- In consultation with the training coordinator, formulate examination policies, and develops and prepares examination questions and papers.

Other duties

- Advice on gender mainstreaming, respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Advice on staff welfare and identifies/proposes appropriate programs and remedial action.
- Provide guidance to program officers on policies and procedures.
- Conducts research in preparing policy papers, position papers and briefing notes on issues related to qualification examinations and tests.
- Perform and other duties as may be required through the chain of command within the framework of mandate implementation.

COMPETENCIES:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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 & 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.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or other related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is highly desirable.

Experience: A minimum of 5 years (7 years in absence of first level university degree) of progressively

responsible experience in human resources management, administration, staff development and career support programs, entitlements, performance management or a related area. Peacekeeping or other international experience in the UN or other organizations is an advantage.

Language: Fluency in French, (both oral and written) is required; knowledge of English is desirable.

Preference will be given to equally qualified women candidates.

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<http://www.un.org/en/peacekeeping/sites/police>

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make “self-attestation” that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.