



United Nations

Job Description for Position requiring official secondment from national governments of Member States of the United Nations Organization

CAPACITY BUILDING AND DEVELOPMENT (Uniformed Police Personnel)

Post title and level	UN Police Human Resource Officer (P-3), Seconded (contracted)
Organizational Unit	United Nations Integrated Office in Haiti (BINUH)
Duty Station	Port-au-Prince
Reporting to	Police Commissioner
Duration	12 Months (subject to BINUH's budget's approval)
Deadline for application	23 October 2022
Job Opening number	2022-BINUH-00014-DPPA

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

RESPONSIBILITIES:

Under the overall guidance and supervision of the Police Commissioner and the Senior Police Adviser, the incumbent will be the counterpart of the Director of Personnel of the Haitian National Police (HNP), under the *Direction Centrale de l'Administration et des Services Généraux (DCASG)*, to provide technical assistance, training and advisory support to HNP in all aspects of human resources administration. These include among others: recruitment, assignments, career mobility, transfer, performance management, advancement, welfare, and retirement, in line with police rules and regulations and the established statutory requirements on human resources and career development. S/he will also assist in reviewing the existing regulatory framework to enhance the HNP's human resources management. The incumbent will coordinate closely with HNP counterparts and donors on the initiatives that aim to strengthen the HNP's human resources management system, including the establishment of a proper vetting program and related procedures, to ensure that the HNP officers meet high standards of the effectiveness and integrity from their recruitment process and throughout their career with due consideration to gender mainstreaming and gender parity). S/he will also lead other Individual Police Officers working on human resources management, for improved coordination and reporting. The incumbent will also perform the following duties:

- Assist National counterparts in reviewing and updating the HNP human resources policies, practices, directives, and procedures to meet the Haitian National Police evolving needs.
- Provide technical and advisory support to ensure the effective implementation of human resources policies, practices, and procedures.
- Liaise and coordinate essential capacity-development supports in all aspects of HNP Human resources management issues with HNP counterparts and donors.
- Assist in the delivery of short-, medium- and longer-term trainings and capacity-building support to enhance the professional skills of HNP staff dealing with Human resource management.
- Assist HNP management in ensuring that proper vetting regimes, procedures and capabilities are in place and that staff of HNP meet the competence and integrity requirements from the recruitment process and throughout their career.

- Assist HNP in ensuring that the recruitment's provisions and practices fully comply with the ideals of the representative police reflecting the local population diversity with a particular focus on addressing the gender parity.
- Providing advisory support to HNP in all aspects of human resource practices, including the placement, career mobility, transfer, performance management, promotions, welfare and retirement provisions of its personnel, in line with the police regulations and relevant established statutory framework.
- Review and assist in enhancing HNP's existing policies and practices regarding staff welfare and duty of care to improve staff morale and motivation.
- Provides advisory support and assistance to HNP on instituting appropriate internal accountability measures in line with its police law and monitors the compliance with the effective internal disciplinary standards, especially regarding human rights violations and breaches of code of conduct.
- Provide a support to HNP in assessing the existing personnel-based database system and upgrading it if necessary to ensure a complete and accurate electronic archiving or computerization of the personnel records, training information, performance appraisals, career's advancement, medical record, transfers or any other relevant personnel-related information.
- Assist in analysing the reports subject to the legal or administrative disputes in collaboration with the concerned personnel.
- Perform other duties as may be required by the BINUH Police and Corrections Unit leadership within the framework of mandate implementation.

COMPETENCIES:

Professionalism: Has demonstrated comprehensive understanding and knowledge of Human Resource management issues within Police organizations. Exhibits a full understanding of core HR principles and provisions. Shows pride in work and 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 complex problems or challenges; remains calm in stressful situations. Possesses proven practical experience and outstanding expert knowledge in the technical field of work in general and the specific areas required for the particular posts; demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police-related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 inputs 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. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS:

Education: Advanced University Degree (Master's or equivalent) in law, law enforcement, security, forensic, criminology or related field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required. Specialized training in police reform, strategic planning, project management, training management, certification in train-the-trainers and training delivery is an asset.

Work Experience: A minimum of 5 years (or 7 years in absence of advanced degree) of active experience in the relevant field within police or other national law enforcement institution as Human resources management officer is required and must have undertaken recruitment and selection exercise, managed the Human Resources management tasks. Full understanding of the project/program management, institutional building, organizational planning, strategic planning, assessment and gap analysis and training development and delivery experience is desirable. Peacekeeping or other international experience in the UN or other organizations in relevant area of specialties is highly desirable.

Languages: English and French are the working languages of the UN. For this position, fluency in oral and written English and French is required.

Preference will be given to equally qualified women candidates.

Date of Issuance: 9 September 2022

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

In accordance with the UN 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.