



VACANCY ANNOUNCEMENT

Human Resources Officer (Head of Talent Acquisition, P-3)
Administrative Services (AS) Programme
Human Resources Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
26 September 2017	VA 17/011/AS	1 April 2018	One year with possibility of extension	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The Climate Change secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the **Administrative Services Programme** is the overall facilitation, support and guidance the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of crosscutting common services. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the Climate Change secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

What will you be doing

The Human Resources Officer post is located within the Human Resources Unit (HRU). Under the direct supervision of the Chief of Human Resources you will lead the team responsible for the talent acquisition portfolio of the secretariat, which is one of three teams within the HRU.

Expected key results:

- Management of the team and innovation
- Workforce planning
- Strategic talent acquisition
- Expert HR guidance and support to leadership

You will have the following responsibilities

With regard to management of the team and innovation, you will

1. Plan and lead the daily operations of the talent acquisition team to deliver a comprehensive range of human resources services encompassing the areas indicated above. Supervise and manage performance of the team within the work unit.
2. Identify, assess and implement innovative approaches to talent acquisition to increase the impact, relevance and cost-effectiveness of services delivered.



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3. Coordinate the procurement of services and hiring of consultants for the delivery of activities under the portfolio; manage the organization's talent acquisition budget including forecasting, monitoring and recommending expenditures required to deliver talent acquisition services.
4. Enhance, coordinate and oversee the secretariat's gratis personnel programme to enable the organization to benefit from services of non-staff personnel.
5. Proactively collaborate and liaise with the Organizational Development Team, Staff Administration Team, and Office of the Chief of Human Resources, to ensure a well-coordinated approach to talent acquisition and cross-team cooperation.

With regard to workforce planning, you will

6. Lead workforce planning and strategic activities in line with organizational priorities. Ensure the leadership's vision and organizational strategy is aligned with talent acquisition operations. Coordinate the planning and facilitate workforce planning with individual programmes.
7. Contribute to the HR data management efforts to ensure all data requirements for such planning are known and met. In collaboration with programmes, analyse data and substantive requirements and offer solutions to meeting identified needs.

Leading strategic talent acquisition, you will

8. Manage the secretariat's talent acquisition process to facilitate the systematic attraction, identification, engagement, and retention of staff. Develop, adjust and monitor the application of staff selection policy, advise staff and management at all levels.
9. Manage the secretariat's on-line recruitment system, innovating and enhancing the system to provide the necessary support for candidates, staff, managers and the Human Resources Unit.
10. Enhance the secretariat's strategic outreach activities to ensure large, diverse, qualified pools of candidates for each vacancy.

Providing expert HR guidance and support to leadership, you will

11. Conduct research, collect and analyse data to produce concept papers, briefing notes, and reports related to talent acquisition, and prepare and present recommendations to senior management, legislative and expert bodies, and other stakeholders.
12. Remain on the cutting edge of best practice in talent acquisition and related areas.

What are we looking for

Educational background

Required: Advanced university degree in human resources management, public administration, business administration, law, social sciences or a related area. A combination of a first level university degree plus two additional years of professional experience in the field may be accepted in lieu of an advanced degree in the relevant discipline.

Additional specialized training or professional certification in human resources, talent management, or related areas.



Advantage: Additional specialized training or professional certification in human resources, talent management, or related areas.

Experience

Required: At least five years of progressively responsible experience in human resources management, specifically in the areas of recruitment and selection, talent management or organizational development. Two years should have been in an international environment, preferably within the United Nations. Demonstrated experience with large Enterprise Resource Planning (ERP) systems (e.g., SAP, Oracle, PeopleSoft).

Language skills

Required: Fluency in spoken and written English.

Advantage: Knowledge of a second official UN language.

Specific professional knowledge and job related skills

Required: Knowledge of UN Staff Regulations and Rules, job classification, and entitlements system. Knowledge of state-of-the-art international human resources management.

Job related skills

Required: Ability to design and manage strategic outreach, executive search and other talent acquisition schemes. Proven skills in strategic workforce planning.

What is the selection process?

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency-based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, being responsive to clients and partners, delivering results, leading and empowering others.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.
2. Service is limited to the UNFCCC Secretariat.
3. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
4. Indicative net annual salary and allowances:
US\$ 58,583 to 65,695
(plus variable post adjustment, currently 33.7% of net salary),
plus a range of other UN benefits.



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