

United Nations Mechanism for International Criminal Tribunals

Chief, Human Resources Section, P-5

DEADLINE FOR APPLICATIONS	:	21 September 2017
DATE OF ISSUANCE	:	23 August 2017
OFFICE	:	Registry, Human Resources Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	17-HRE-RMT-84077-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Division of Administration, Registry under the supervision of the Chief Administration Officer, in The Hague branch of the Mechanism.

Responsibilities:

- Direct and manage the Mechanism's HR Activities (Recruitment, Training, Staff Administration, Medical Office, Staff Welfare and Career Transition); initiate and implement HR policies, structures and guidelines to respond to the Tribunal's court and prosecution mandate within the requirements of UN policies, rules and regulations, procedures and practices. As the Mechanism is completing its transition to a standalone organisation, the incumbent must display sensitivity, creativity and arrive at suitable solutions that meet the needs both of the organization and of staff. S/he will develop policy proposals and initiatives for consideration by senior Mechanism management; plan and implement timely and effective recruitment, ensure consistent and efficient administration of staff and their conditions of service; provide staff development and training; oversee appropriate medical care and staff welfare. Within the context of a temporary organization, apply flexibility – yet consistency - in addressing the Mechanism's requirements.
- Maintain an effective and constructive relationship with Staff Union.
- Provide the CAO, Registrar, other members of senior management, and the JNC with authoritative advice on the full range of HR and related policies by identifying relevant developments and issues pertaining to HR management; undertaking research, consulting with HR counterparts, preparing backgrounds, briefings and rendering comprehensive advice and recommendations.
- Manage the performance and development of HRS staff supervised through the performance appraisal system providing motivation, participation and opportunities for staff initiative so as to continue effective and timely delivery of services.
- Monitor and further develop practical and creative measures in the context of the Mechanism's mandate, geared towards meeting organizational requirements of staff retention, while addressing staff needs for career transition, life work balance and other initiatives to strengthen a supportive work environment.
- Strengthen managerial performance throughout the Mechanism by advising staff at all levels on management practices and by providing guidance on specific management issues or problems.
- Represent the organization in meetings related to human resources, conditions of service and host state venues and has authority to certify all budget accounts relating to staff costs or personnel entitlements.

Core Competencies:

- Professionalism – Thorough knowledge of UN human resources policies, procedures, practices, regulations and rules. Ability to assess, analyze, identify issues, and recommend solutions in an HR framework; has proven analytical skills. 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.
- Communication – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients' informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Managerial Competencies:

- Building Trust – provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.
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- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree in Human Resource Management, Public of Business 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.

Work Experience:

Minimum of 10 years of progressively responsible experience in human resources management or related areas at the international level, with at least 5 years in the United Nations and with supervisory responsibilities. Experience with international criminal tribunals desirable.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Assessment Method:

There may be a technical test followed by a competency based interview.

Special Notice:

The appointment is limited to the Mechanism for International Criminal Tribunals. **Appointment of the successful candidate on this position will be subject to budgetary approval of the post.** Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members may serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 April 2017, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belarus, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, Central African Republic, Chad, China, Comoros, Cyprus, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Honduras, Indonesia, Islamic Republic of Iran, Iraq, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Malaysia, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Nauru, Norway, Oman, Palau, Papua New Guinea, Poland, Qatar, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Saudi Arabia, Seychelles, Solomon Islands, South Sudan, Suriname, Syrian Arab Republic, Thailand, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela and Viet Nam.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism for International Criminal Tribunals is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
