Human Resources Officer, P-3/FS-6

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<tr>
<th>DEADLINE FOR APPLICATIONS:</th>
<th>23 July 2009</th>
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<tbody>
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<td>DATE OF ISSUANCE:</td>
<td>25 May 2009</td>
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<td>ORGANIZATIONAL UNIT:</td>
<td>International Criminal Tribunal for Rwanda</td>
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<td>DUTY STATION:</td>
<td>Arusha</td>
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<tr>
<td>VACANCY ANNOUNCEMENT NUMBER:</td>
<td>AR-09-ADM-HRPS-INT-003</td>
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The appointment is limited to ICTR. Extension of appointment is subject to extension of the mandate and/or the availability of the funds. As the international tribunals are not integrated in the Secretariat, UN staff Members serve on assignment or secondment from their parent department/office if selected.

**Remuneration**


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

**Responsibilities**

Under the direct supervision of the Head, Staff Administration Unit, Human Resources and Planning Section, ICTR, Arusha, the incumbent is responsible for the following duties:

**General:**

1. Provides advice and support to managers and staff on human resources related matters.
2. Prepares special reports and participates and/or leads special human resources project.
3. Keeps abreast of developments in various areas of human resources.

**Administration of entitlements:**

4. Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulation and rules.
5. Administers and provides advice on salary and related benefits, travel, and social security entitlements.
6. Determines and recommends benefits and entitlements for staff on the basis of contractual status.
7. Reviews policies and procedures and recommends changes as required.

**Recruitment and placement:**

8. Identifies upcoming vacancies in coordination with client offices.
9. Prepares vacancy announcements, reviews applications, and provides a short-list to those offices.
10. Reviews recommendation on the selection of candidate by client offices.
11. Serves as ex-officio in appointment and promotion bodies, examinations boards, and prepares and presents cases to these bodies.
12. Prepares job offers for successful candidates.
13. Monitors and evaluates recruitment and placement related activities of client offices, and recommends changes or corrections related to procedures to these offices.
14. Reviews and recommends level of remuneration for consultants.
15. Supervises and monitors the work of the Human Resources Assistants in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts.
16. Coordinates tests related to recruitment of general service and other categories of staff.

**Other duties:**

17. Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
18. Conducts and coordinates salary surveys assessing the labor market at Headquarters and in the field and establishes salaries and related allowances of locally-recruited staff.
20. Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.
21. Assists in preparing policy papers, position papers and briefing notes on issues related to examinations and tests.

**Competencies**

**Professionalism:** Thorough knowledge of UN human resources, policies and procedures, practices, regulations and rules and ability to apply them in an organizational setting. Strong analytical and conceptual skills. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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. Ability to provide seasoned advice to staff and managers on staff entitlement issues;

**Communication:** Speaks and writes clearly and effectively. Ability to write in a clear and concise manner and to communicate effectively; listens to others; correctly interprets messages from others and responds appropriately. Demonstrates openness in sharing information and keeping clients informed. Appreciates the need to observe confidentiality in a highly-sensitive work area.

**Teamwork:** Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for others. Works collaboratively with colleagues to achieve organizational goals;
solicits input by genuinely valuing other's ideas and expertise; is willing to learn from others; places team agenda before personal agenda;

**Planning and organizing:** Develops clear goals that are consistent with agreed strategies. Effective organizational skills and ability to establish and adjust priorities and to plan; coordinate and monitor work plans; identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; uses time efficiently;

**Client Orientation:** Ability to identify clients' needs and appropriate solutions. 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; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client;

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

**Technological awareness:** Solid computer skills, including proficiency in word processing and good knowledge of human resources databases. 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.

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**QUALIFICATIONS**

**Education**
Advanced university degree in human resources management, business or public administration or other relevant field. First level university degree with a combination of relevant academic qualifications and extensive experience in human resources management or related area may be accepted in lieu of the advanced university degree.

**Work Experience**
A minimum of five years of progressively responsible experience in human resources management, administration or related area. Experience in the UN system or in the administration of field personnel is highly desirable.

**Languages**
English and French are the working Languages of the International Criminal Tribunal for Rwanda. For the post advertised, fluency in oral and written English is required. Working knowledge of French is an asset.

**Other Skills**
Good knowledge and experience in human resources information management systems/databases. Familiarity with UN Staff Rules and Regulations, ability to apply these rules and regulations and to keep abreast of changes in UN personnel policy and procedures. Good knowledge of computers and contemporary software applications.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. 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). English and French are the working languages of the United Nations Secretariat. The International Criminal Tribunal for Rwanda (ICTR) is a non-smoking environment.

**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

**How to apply**
Please send your application to the address, email or fax number indicated below before the deadline.

**International Criminal Tribunal of Rwanda**
Chief of Human Resources and Planning Section, ICTR P.O. Box 6016. Arusha, Tanzania
Fax: 255-212-963-2848, 1-27-250 4000, 255-27-250 4373, E-mail: ictr_Personnel@un.org,
Applications must be submitted using the United Nations Personal History form (P-11).  [Click here to download P-11 form].
The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax.
Applicants may wish to retain copies of their completed P-11 form for use for future applications.
Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually.
UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.