

HEAD, RECRUITMENT AND STAFF DEVELOPMENT (P.4) HUMAN RESOURCES SERVICES, ADMINISTRATIVE DIVISION

Circular Number: 3916

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| <p>Vacancy announcement: V.N.18-28 Admin Number: ADMIN/18/98 Post number: 50003043 Contract Information: Fixed-term for two years (first year is probationary) with the possibility of further extension subject to satisfactory performance.</p> | <p>Date of issue: 18 December 2018 Deadline for applications: 31 January 2019 Salary information: US\$ 71,332 net per annum, plus post adjustment (currently US\$ 41,871). Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please click here.</p> |
| <p>Purpose of the Post</p> <p>Under the direct supervision and guidance of the Head, Human Resources Services, the incumbent will be primarily responsible for the recruitment and selection, training and career development and performance management functions of the Organization.</p> <p>For a detailed job description, please refer to page 2.</p> | <p>Required competencies</p> <ol style="list-style-type: none"> a) Ability to develop and implement sustainable business strategies, in order to positively shape the policies of the Organization. b) Applies innovation and sound judgement to problem-solving. c) Experience in planning and organizing work effectively. Capacity to receive feedback and progress in a constructive manner. d) Ability to work effectively under pressure with a hands-on and solutions-oriented approach. e) Takes ownership of all responsibilities; delivers outputs within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules. f) Effective oral and written communication skills, ability to draft effectively, provide guidance and explain positions to a variety of audience. g) Ability to build consensus, collaboration and maintain effective working relationships with internal and external stakeholders, at all levels including in an international, cross-cultural context. |
| <p>Professional Experience</p> <p>At least seven years of seasoned and relevant experience in managing recruitment, training, performance management and career development activities, preferably within the UN system or an International Organization. Experience in other functional areas within Human Resources, such as Entitlements, Benefits and Insurance management is highly desirable.</p> <p>Education</p> <p>Advanced university degree in Human Resources Management, Organizational Psychology, Employment Relations or a relevant field. Experience and certifications in staff counselling, the administration of testing tools, a distinct advantage.</p> <p>Language Skills</p> <p>Advanced level of proficiency in English, both written and oral, is essential. Proficiency in another official language(s) of the United Nations will be highly desirable.</p> <p>Other skills</p> <p>Demonstrated supervisory capabilities. Proven track record of developing policies and its implementation adapting to new situations and challenges. Thorough knowledge of the theories, principles and concepts of HR and demonstrated experience in translating those to policies and guidelines. Practical experience in managing grievances and appeals procedures will be an advantage. High proficiency in MS Office applications.</p> | |
| <p>How to apply</p> <p>Applications must be accompanied by a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by an up to date Personal History Form (also available from our website www.imo.org) and should be sent to the following email address: recruitment@imo.org.</p> <p style="text-align: center;">Only applications submitted via email will be accepted.</p> <p style="text-align: center;">Please state Vacancy Number V.N 18-28 as well as the title of the post in the subject line.</p> <p style="text-align: center;">Please do not send applications via multiple routes.</p> <p style="text-align: center;">Your application will be acknowledged only in the case that you are shortlisted for an interview.</p> | |

*This vacancy is open to all qualified candidates. IMO seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply.
IMO will make every effort to facilitate the employment of persons with disabilities*

MAIN DUTIES AND RESPONSIBILITIES

- 1 Responsible for the recruitment and selection processes
 - .1 Coordinate the forecasting and workforce planning activities with relevant Divisions and Management Accounting Services.
 - .2 Oversee and responsible for the end to end recruitment and selection activities and processes for all categories of staff and non-staff members.
 - .3 Develop SLAs and ensure completion of all activities within recommended guidelines and timelines.
 - .4 Coordinate and administer tests, devise suitable assessments for staff selection purposes.
 - .5 Identify, monitor and analyze policy developments and initiatives in recruitment, assessment and selection mechanisms for its implementation at IMO.
 - .6 Provide expertise and guidance on all matters relating to recruitment, staff selection and mobility.
 - .7 Oversee the implementation of suitable recruitment software and systems that can be integrated across HR functional areas.
 - .8 Oversee the engagement of Consultants and temporary employees including efficient contract management and timely audits and payments.
 - .9 Oversee the liaison with Member States for the engagement of Junior Professional Officers and with employment agencies for short term employees.

- 2 Responsible for training and career development
 - .1 Proactively identify gaps and needs in skills and competencies to design, plan and develop, suitable training interventions.
 - .2 Develop the communication strategy around training, including designing training catalogues and brochures.
 - .3 Conduct evaluation of the impact of the staff development programmes
 - .4 Proactively liaise with the training providers in ensuring cost effective and good quality training Programmes.
 - .5 Coordinate the IMO Language Programme including conduct of the UN Language Proficient examinations.
 - .6 Implement tools in the career development process, and devise strategies supporting career development with Organizational strategies such as succession planning.
 - .7 Provide the overarching linkage with all areas under the purview of recruitment and staff development.

- 3 Responsible for the Performance management function
 - .1 Keep abreast of the latest developments in performance management and develop suitable interventions at IMO.
 - .2 Support the development and implementation of suitable performance management mechanisms, including tools and forms at IMO.
 - .3 Provide support and guidance in all aspects of performance management including dealing with exceptional and underperformance.

- .4 Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work.
- .5 Conduct regular review of performance appraisal mechanisms, and propose improvements as necessary.

4 Other HR Functions and Responsibilities

- .1 Coordinate the work of recruitment and staff development with other functional areas within Human Resources such as Entitlement, Benefits, Insurance Management and Medical Services for a seamless delivery of HR service.
 - .2 Engage with other UN organizations to identify best practice, benchmarking, knowledge-sharing and learning opportunities, and propose and implement new developments at IMO.
 - .3 Address and mitigate staff grievances with the purpose of resolving them at the onset. Follow through on any grievance and appeal procedures for its completion.
 - .4 Promote consistent application of HR policies, provide interpretation and guidance on HR policies, staff regulations and rules.
 - .5 Responsible for information and data analytics, research, and lead the responses to requests for information including surveys and statistics.
 - .6 Plan activities against budget and monitor effective utilization of the recruitment, Other Personnel, and Training budget.
 - .7 Take responsibility for incorporating gender and geographical perspectives while ensuring that competence takes the overarching precedence.
 - .8 Manage, guide and develop staff under supervision.
 - .9 Lead working groups on various topics.
 - .10 Serve as the approver of purchase orders for contracts of non-staff members.
 - .11 Advise and update the Head, Human Resources Services on all relevant matters under purview.
 - .12 Serve as Secretary to relevant boards.
 - .13 Serve as a back-up for other staff within the Service.
 - .14 Represents the Service and/or Organization in relevant meetings, forums.
 - .15 Perform any other duties which may be assigned.
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