TEMPORARY JOB OPENING ANNOUNCEMENT

P-4 Human Resources Officer

TJO Grade Level

ECLAC/Division of Administration/Human Resources Section

Functional Title

Management and Operations Support Administration

Job Network and Job Family (See list on page 3-4)*

26/03/2015

Deadline

(DD/MM/YYYY)

Duty Station: Santiago

Estimated Start Date: 01/04/2015

Duration of need: Until 31/08/15 (with possible extension)

Open to External Candidates? YES ☒ NO ☐

DUTIES AND RESPONSIBILITIES

Within the limits of the authority delegated to ECLAC and under the general supervision of the Chief of the Human Resources Section, the incumbent:

1. Participates closely in the activities of pre implementation of Umoja (ERP), mainly:
   a) Identifying HR roles (role mapping);
   b) Coordinating and reporting on completion of data cleansing and validation;
   c) Reviewing and approving personnel actions in the system related to data cleansing;
   d) Developing and implementing a training strategy on HR Policies in order to deepen the level of knowledge of staff within the HR Section related to the administration of benefits and entitlements;
   e) Performing other Umoja related tasks as required by the Chief of HR and Local Umoja Implementation Team.

2. Provides policy interpretation guidance related to benefits and entitlements to staff within the HR Section:
   a) Keeps abreast of changes and implementation of new rules, policies and procedures;
   b) Ensures consistent interpretation and application of staff regulations and rules and related human resources policies and procedures;
   c) Proposes modifications to local procedures to comply with new Human Resources policies;
   d) Reviews and approved personnel actions in the system affecting the status of individual staff members, ensuring that payments to staff members are processed in a timely and accurate manner;
   e) Advises staff on matters affecting their employment status and benefits;
   d) Ensures general dissemination of HR related information.

3. Coordinates completion of activities related to the cleansing and organizing of the Section's shared drive.

4. Assists providing assessment and recommendations to the Chief Human Resources as required.

1 For eligibility and other conditions, please see the Notes at the end of this form.
COMPETENCIES

- Professionalism: Advanced knowledge of human resources management in general, and in the areas of recruitment, organizational development, learning and staff administration in particular is required. Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting is required. Ability to identify issues, analyze and formulate opinions, make conclusions and recommendations on complex human resources policy and development issues is required. Ability to identify issues, formulate opinions, make conclusions and recommendations is required. Familiarity with Enterprise Resources Planning (ERP) systems is desirable. 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.

- Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- 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.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of seven years of experience of progressively responsible experience in administrative services is required, of which at least 4 should be in human resources management. Experience in the development and/or implementation of human resources policies is required. Experience working in an international organization is highly desirable. Experience in the application and interpretation of the United Nations Staff Rules is desirable. Experience in staff development and career support is desirable.

Education: Advanced university degree (Master’s degree or equivalent) in human resources management, business or public administration, social sciences, law or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Languages: English and French are the working languages of the United Nations Secretariat. Fluency in English is required and knowledge of Spanish (both oral and written) is desirable. Knowledge of French or Portuguese would be an asset.
Other Skills:
ADDITIONAL COMMENTS

Please make reference to TJO 2015-012/P4/HRS in your message to staffing@cepal.org, when submitting your application.

DOCUMENTS REQUIRED:

- Cover Letter
- Personal History Profile (visit https://inspira.un.org to generate a PHP)
- Proof of required academic credentials (for external applicants)
- Employment verification letter from most recent employer (for external applicants)
- Last two completed Performance Appraisal or two Reference Letters for external applicants
- Other:

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Human Resources Section  Email Address: staffing@cepal.org
Copy (cc):  Email Address: 

* Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:

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**Logistics**

**POLITICAL, PEACE AND SECURITY**
- Political Affairs
- Humanitarian Affairs
- Human Rights
- Civil Affairs
- Electoral Affairs
- Rule of Law

**CONFERENCE MANAGEMENT**
- Conference Services
- Language

**INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY**
- Information Systems and Technology
- Information Management

**SAFETY AND SECURITY**
- Security
- Safety

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4/Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further “stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013…” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.

- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.

- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.

- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.

- For information on special post allowance, please refer to ST/AI/1999/17.

- For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.