



Job Opening

Job Title: CHIEF, HUMAN RESOURCES SECTION, P5
Department/ Office: Economic Commission for Latin America and the Caribbean
Duty Station: SANTIAGO
Posting Period: 7 June 2013-6 August 2013
Job Opening number: 13-HRE-ECLAC-28617-R-SANTIAGO(G)

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

[Email to Friend](#)

[Apply Now](#)

Org. Setting and Reporting

The Economic Commission for Latin America and the Caribbean (ECLAC) is one of the five regional commissions of the United Nations. It was founded in 1948 with the purpose of contributing to the region's economic and social development. Its mission includes supporting the design, monitoring and evaluation of public policies and the provision of advisory services, expertise and training to Governments, as well as support for regional and international cooperation and coordination activities. Please visit our website at www.eclac.org, for further information.

Responsibilities

Under the direct supervision of the Chief of the Administration Division, the incumbent performs the following duties:

General

- Plans, organizes, manages and supervises the work of the Human Resources Section.
- Develops and implements new human resources policies, practices and procedures to meet the evolving needs of the Organization.
- Monitors and ensures the implementation of human resources policies, practices and procedures.
- Advises senior management on all aspects of human resources policies, procedures and substance and provides proactive and innovative approaches to delivery of human resources services as well as to strategic and policy issues.
- Represents the Organization in negotiations with staff, staff representatives and at inter-agency bodies dealing with human resources questions.

Recruitment and placement

- Identifies recruitment needs and priorities, develops and implements recruitment strategies, and conducts targeted recruitment campaigns.
- Monitors and ensures timely filling of posts in accordance with established policies and procedures.
- Approves issuance of vacancy announcements, oversees and clears recruitment, promotion and placement submissions to appointment and promotion bodies. Approves mission replacements and lateral transfers within Departments.
- Reviews short lists and participates in interviews for high level posts.
- Represents the office as an ex-officio member in appointment and promotion bodies, Central Examination Board and Central Recruitment Examination Board, provides guidance on policy relating to recruitment, placement and promotion, and reviews appointments.
- Represents the Organization with full delegation of authority in discussions with senior government officials on recruitment and other human resources matters.
- Manages and administers the Young Professionals Programme (YPP), Language professionals examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.
- Organizes and administers assessment centers in support of professional recruitment.
- Manages the Internship Programme.

Administration of entitlements

- Monitors and ensures the implementation of appropriate conditions of service and entitlements.
- Identifies needs and proposes changes to conditions of service as required.
- Provides advice on interpretation and application of policies, regulations and rules. Approves recommendations on exceptions to policies, regulations and rules.
- Represents the office in joint bodies and working groups on conditions of service.
- Oversees and approves benefits and entitlements of staff and level of remuneration for consultants.

Staff development and career support

- Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs. Prepares monitoring reports on staff development and career support programmes.
- Monitors and ensures the implementation of staff development and career support programmes.
- Promotes staff development and career support programmes. Provides advice on mobility and career development to staff at all levels in all categories.
- Provides performance management advice to staff and management. Assists the Heads of Departments/Offices with the implementation of the Performance Management and Development System (e-Performance).

Other duties

- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Monitors staff welfare and identifies/proposes appropriate programmes and remedial action.
- Monitors, advises and acts on disciplinary matters in accordance with established policies and procedures. Mediates conflict, grievance and harassment cases.
- Reviews and approves classification analysis of jobs in Professional and General Service and related categories.
- Conducts and coordinates salary surveys assessing the labour market at Headquarters and in the field and establishes salaries and related allowances of locally recruited staff.
- Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.
- Coordinates duty station classification and subsistence allowance surveys.
- Prepares policy papers, position papers and briefing notes on issues related to examinations and tests.

Competencies

- **Professionalism:** Expert 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. Familiarity with Umoja, IMIS or other 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.

Managerial Competencies

- **Leadership:** Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **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 Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related area is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. The successful candidate will require an additional internal certification review to confirm the designation to carry out significant functions in human, financial or physical resources as well as information and communications technology.

Work Experience

A minimum of ten years of progressively responsible experience in human resources management, administrative services or related area is required. Experience in the application and interpretation of the United Nations Staff Rules is required. Experience in the development and/or implementation of human resources policies is highly desirable. Experience in staff development and career support is desirable. Experience in supporting senior managers in human resources matters is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post fluency in English and knowledge of Spanish is required.

Assessment Method

Suitable candidates will be invited for competency-based interviews and other assessment method.

Special Notice

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.

United Nations Considerations

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.

No Fee

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

[Email to Friend](#)[Apply Now](#)
