



International Criminal Tribunal for the former Yugoslavia

Deputy Chief, Human Resources Section, P-4

DEADLINE FOR APPLICATIONS : 17 June 2016
DATE OF ISSUANCE : 19 May 2016
OFFICE : Registry, Human Resources Section
JOB OPENING NUMBER : 16-HRE-ICTY-60913-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, and performs significant support to the Mechanism for International Criminal Tribunals (MICT) under a double-hatting arrangement. The incumbent will provide overall HR assistance to the Chief, Human Resources Section.

Responsibilities:

Within limits of delegated authority, the Deputy Chief may be responsible for the following duties:

General

- 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.
- Keeps abreast of developments in various areas of human resources.
- Prepares reports and practices and/or leads a special human resources project.
- May plan, organize, manage and supervise the work of the Unit/Section assigned.

Administration of entitlements

- Advises on the development, modification and implementation of the United Nations policies and practices on entitlements.
- Reviews and recommends level of remuneration for consultants.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Represents the office in joint bodies and working group relating to salaries and other conditions of service.

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.
- Analyzes staff need development and career support plans to ensure that they are consistent with the overall organizations goals, policies on staff development and career support, and respective mandates.
- Evaluates effectiveness and impact of staff development and career support programmes and recommends ways to enhance effectiveness and impact.
- Provides advice on mobility and career development to staff at all levels in all categories.
- Provides performance management advice to staff and management. Assists supervisors and staff with understanding and using the performance appraisal system (PAS).
- Assesses training needs, identifies, designs and delivers training programmes to staff at all levels throughout the Organization.
- Formulates examination policies, and develops and prepares examination questions and papers.

Recruitment and placement

- Projects and monitors vacant posts of assigned level/group and ensures adherence to policies and procedures in filling these posts.
- Recommends guidelines on promotion and placement of staff.
- Oversees preparation of vacancy announcements, reviews applications and provides short-lists to substantive offices.
- Arranges and conducts interviews for selection of candidates.
- Reviews recommendation on the selection of candidate by client offices.
- Serves as ex-officio in or secretary to appointment and promotion bodies, examinations boards, and prepares and presents cases to these bodies.
- Prepares job offers for successful candidates.
- Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and establishing new procedures.
- Represents the Organization with full delegation of authority in discussion with senior government officials on recruitment and other human resources matters.



International Criminal Tribunal for the former Yugoslavia

- Plans, organizes, develops, coordinates and administers the National Competitive Examinations, G to P Examinations, Language professionals examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.

Other duties may involve

- 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 in disciplinary matters in accordance with established policies and procedures. Mediates conflict, grievance and harassment cases.
- Supervises and monitors the work of the junior human resources officers in undertaking the full range of human resources management activities.
- Represents the management in classification appeal cases.
- 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.
- Prepares classification analysis of jobs in Professional and General Services and related categories.
- 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.
- Conducts research in preparing policy papers, position papers and briefing notes on issues related to examinations and tests.

Core Competencies:

- **Professionalism** – Ability to conduct independent research and analysis, identify issues, and recommend solutions; proven analytical skills. Thorough knowledge of UN Human Resources policies, procedures, practices, regulations and rules. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Ability to prepare and conduct presentations and workshops. 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.
- **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 organisational 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.

MANAGERIAL COMPETENCIES

- **Vision** – Identifies strategic issues, opportunities and risks; clearly communicates links between the Organisations' strategy and the work units' goals; generates and communicates broad and compelling organisational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.
- **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 Resources Management, Public and Business Administration, or related field, or a relevant combination of academic qualification and experience in human resources or related area. 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 7 years of progressively responsible experience in human resources management or related areas at the international level, preferably in a UN environment and with supervisory responsibilities. UMOJA experience is an asset.



International Criminal Tribunal for the former Yugoslavia

Languages:

English and French are the working languages of the Tribunal. 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 test followed by a competency-based interview.

Special Notice:

The appointment is limited to ICTY. Appointment of the successful candidate on this position will be limited to the initial funding 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 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.

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.

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 ICTY 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>

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.
