



**Vacancy No.:** VA/UNSSC/007/2019

**Post Title and Level:** Human Resources Associate (G5)

**Organizational Unit:** Operations

**Duty Station:** Turin, Italy

**Duration:** One year, extension of the appointment is subject to availability of funds and satisfactory performance

**Deadline for applications:** 11 July 2019

**UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. We strongly encourage qualified women candidates and candidates from developing countries to apply.**



The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations



**Organizational context:**

The main goal of the Operations unit is to provide effective support to the Staff College's strategic priorities in the short, medium, and long term. Its main mandate is to provide timely, efficient and effective support to the Staff College with respect to the full range of budget, finance, human resources, information & communication technology (ICT), procurement and support services.

**Terms of reference**

Reporting to the Chief of Operations, and within delegated authority, the Human Resources Associate will provide HR support services to the Staff College in the following areas: classification of posts; recruitment, hiring and separation of personnel; staff benefits and entitlements; personnel training and development.

**Classification**

- Review and process requests for classification
- Provide advice and answer general queries on classification procedures and processes

**Recruitment/hiring/separation**

- Edit vacancy announcements for staff and non-staff job openings
- Screen applications for vacancies, including preparing long lists of candidates with an indication of their eligibility
- Organize and facilitate Interview and Selection Panel's meetings
- Facilitate written assessments and interviews
- Edit Interview and Selection Panel's reports

- Conduct/validate reference checking on recommended candidates
- Provide support for recruitment of consultants and individual contractors
- Process financial obligations for consultancy contracts

#### **Staff Benefits and entitlements**

- Initiate and prepare documentation of a broad variety of personnel actions (i.e. initial appointment, contract extension, separation, etc.)
- Monitor record of UNSSC staff attendance and personnel files
- Liaise with Finance Unit on financial matters related to staff benefits and entitlements
- Liaise with the Italian Ministry of Foreign Affairs with regard to the accreditation of UNSSC staff members and entitlements

#### **Personnel training and development**

- Act as chair of the UNSSC Personnel Training and Development Committee
- Organize group training for UNSSC in accordance with the Personnel Training and Development plan

#### **General**

- Conduct research on a range of HR related policy/issues and assist in the preparation of related reports and administrative circulars
- Provide support and advice to the UNSSC Senior Management on matters related to HR

#### **Results Expected**

Provide reliable research, administrative and general office support services. Process work and requisite follow-up with minimal supervision, seeking advice from and/or reporting to supervisor as needed. Ensure the accuracy and completeness of documentation submitted by candidates, staff and offices. Accurately prepare reports. Consistently apply appropriate policies, rules, guidelines, procedures and practices. Liaise and interact effectively and in a timely manner with colleagues and concerned parties internally and externally.

#### **Core Values:**

- Integrity
- Professionalism
- Respect for Diversity

#### **Core Competencies:**

##### **Professionalism:**

In-depth knowledge of the human resources policies, procedures and practices and ability to apply them in an organizational setting. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

##### **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 audience; demonstrates openness in sharing information and keeping people informed.

##### **Teamwork:**

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision,

even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning & Organizing:**

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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.

**Creativity:**

Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**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.

**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:**

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.

**Education**

Completion of secondary education /high school.

**Work Experience**

This position requires:

- At least 4 years of work experience years of experience in human resources management, administrative services or related area.
- Experience in an international environment, especially a working environment similar to UNSSC, is an asset;
- Experience with any Enterprise resource-planning tool (ERP) is an asset.

**Languages**

- Excellent knowledge of English and Italian. Knowledge of other UN official language is an asset.

**Submission of applications:**

The application (in English) should include the following:

- a duly completed, updated and signed P11 form  
( <http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and

The application should be submitted preferably by e-mail [vacancy@unssc.org](mailto:vacancy@unssc.org) with a subject title of "Application for Human Resources Associate: VA/UNSSC/007/2019".

If electronic submission is not possible, hard copy can be mailed or faxed to:

UNSSC Operations  
United Nations System Staff College  
Viale Maestri del Lavoro, 10  
10127 Turin, Italy  
Fax: (+39) 011 65 35 902

**Late submission of application and/or incomplete application will not be considered.**

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

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