

## Job Title: YPP 2023\_Associate HR Officer (Legal)

Post Number : YPP 2023\_HRM xxx

Grade : P-1 / P-2

Parent Sector : Bureau of Human Resources Management (HRM)

Duty Station: Paris

Job Family: Human Resources

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : External candidates

Application Deadline (Midnight Paris Time) : xx-XXX-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

### OVERVIEW OF THE FUNCTIONS OF THE POST

*The Young Professionals' Programme (YPP) aims at bringing in young professionals improving the geographical representation of the Organization, promoting gender parity, enriching and diversifying the UNESCO family. This Programme provides talented, highly qualified university graduates and young professionals from non- and under- represented Member States the opportunity to join UNESCO at the early stage of their professional career.*

*Below is a succinct profile of the Associate HR Officer (Legal) position, including a brief description of the organizational environment and a concise summary of required qualifications.*

The Bureau of Human Resources Management (HRM), located in the Sector of Administration and Management, plays a primary role in ensuring UNESCO's continuing capacity to deliver on its mandate by providing strategic leadership and advice on the full range of human resources matters, as well as providing vision and strategies for the creation and maintenance of a dynamic workforce.

The **Associate HR Officer (Legal)** position is located in the Human Resources Strategic Support Section (HRM/STS) of the Bureau of Human Resources Management. The Human Resources Strategic Support Section (HRM/STS) is responsible for the development and interpretation of the Organization's HR policy, including Staff Regulations and Staff Rules, the HR Manual and human resources processes and practices, with a view to achieving to the extent possible, harmonization with UN Common System HR policies and practices.

Under the authority of the Director of the Bureau of Human Resources Management (DIR/HRM) and the supervision of the Chief of HRM/STS Section, the Associate Human Resources Officer will provide legal advice and recommend solutions based on applicable regulations, rules and general legal principles. The incumbent will assist in reviewing requests, protests, complaints and appeals against administrative decisions and drafting subsequent replies. As requested, the incumbent will provide secretariat support to various consultative bodies on personnel matters, drafting reports and recommendations; conduct in-depth research and studies on the legal, political and factual aspects of human resources issues and prepare draft documents and briefing papers related to the respective issues.

More specifically, the **Associate HR Officer (Legal)** will:

- Review complaints, and protests against administrative decisions, and draft recommendations to the UNESCO Director-General.
- Examine any other requests and complaints related to human resources legal issues; prepare draft HRM reply and/or recommendation for other Sectors/Bureaux/Offices and/or the Director-General.
- Assist in the work with managers and staff within the framework of prevention, early informal resolution and use of mediation, reconciliation and facilitation with respect to protests and appeals assigned.
- Participate in the identification of situations and risks of non-compliance of Staff Regulations and Staff Rules, and other statutory texts.
- Conduct in-depth research and studies on the legal, political and factual aspects of the resources and undertake any other duties as requested.

### **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

### **QUALIFICATIONS**

#### **Education**

- Advanced university degree (Master's degree or equivalent) in the field of International Law, or other related fields.
- Certification in the field of Human Resources would be an asset.

#### **Work Experience**

- Preferably two (2) years of relevant professional experience in the field of legal and/or human resources.
- Relevant experience acquired at international level would be an asset.

#### **Technical Knowledge**

- Excellent written and oral communication and drafting skills.
- Good knowledge of international administrative law.
- Good knowledge of HR legal environment.

#### **Skills & Competencies**

- Solid analytical skills and ability to speak and present effectively, concisely and persuasively.
- Excellent interpersonal and client-oriented service approach.
- Ability to work in a team and maintain effective working relationship in a multicultural

environment.

### Languages

- English and French are the working languages of the Organization. Excellent knowledge of English or French and a good knowledge of the other working language is an asset.
- Knowledge of the other UNESCO official languages (Arabic, Chinese, Russian or Spanish) is an asset.

### **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. Candidates are requested to upload the Employment History Form duly filled-in to the on-line profile. No modifications can be made to the application submitted.

Candidates are strongly encouraged to submit their application well before the deadline date. Only applications received through the recruitment platform will be considered.

The process will include pre-recorded video interviews and/or written assessments, interview (via MS Teams) with a Panel, as well as reference checks. In addition, candidates may be requested to provide additional information which may be pertinent to the position's qualifications.

Please note that the whole process can take up to six (6) months. All candidates, whether selected or not, will be informed in due course.

#### ***To be considered for the UNESCO Young Professionals Programme, candidates must:***

- **Nationality:** Be a national of a non- or under-represented Member State in UNESCO.
- **Age:** Be 32 years of age, maximum (i.e. candidates born not before 1st January 1991).
- **Education:** Hold a completed advanced university degree (Master's or equivalent) and the fields of study should be related to:
  - Human Resources Management; Business Administration; Psychology; Law; Audit; Finance; Accounting; Media; Journalism; Public Information; Cultural Policies and Development; International Relations and Political Sciences.
  - Education; Natural Sciences; Social and Human Sciences; International Cooperation and Development.
  - or in a field of direct relevance to the management and administration of an international organization (→ this will be specified in the vacancy notice).
- **Experience:** An initial professional experience is an asset, however it is not mandatory. Specialization in a field relevant to UNESCO's areas of expertise.
- **Languages:** Fluency in English or French (knowledge of both working languages is an asset). Knowledge of Arabic, Chinese Russian or Spanish is an additional asset.

### **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 60 086 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

*UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore,*

*UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.  
UNESCO does not charge a fee at any stage of the recruitment process.*