ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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V A C A N C Y N O T I C E

Post Title:	**Head, Human Resources Branch**	**Date:**	**23 January 2017**
Post Level:	**P-5**	**Closing Date:**	**21 February 2017**
Vacancy Ref:	**E-ADM/HRB/HHRB/F0093/P-5/03/01-17**	This fixed-term appointment is for a duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.	
Division:	**Administration**		
Branch:	**Human Resources Branch**		

Principal Functions

Under the supervision and guidance of the Director of Administration and in accordance with the OPCW Core Values of *Integrity*, *Professionalism* and *Respect for Diversity/Gender Equality*, the incumbent has responsibility for the following:

1. Plan and oversee the work of the Human Resources Branch to ensure delivery of the Annual HRB Work Plan. The HR Branch functions include – Recruitment, Entitlements & Benefits, HR Policy, Advisory Services, Training and Library Services. The Head HRB is required to lead the Branch with professional competence, effectiveness and efficiency and to monitor and evaluate the Branch's performance against the Annual Work Plan. The incumbent is also required to foster teamwork and collaboration between staff in the Branch and provide a seamless one stop shop service to the senior management and the staff.

2. Ensure the delivery of quality HR support services to all OPCW staff by developing a collaborative partnership with managers and individual staff members.

3. Within the Staff Regulations and Interim Staff Rules, ensure the articulation of HR strategies, policies, procedures and systems linked to the strategic objectives of the OPCW. Lead and guide the adaptation of existing policies or the development and implementation of new HR strategies, policies and programmes to address emerging organisational needs and initiatives.

4. Work closely with senior management and line managers to ensure that organisational change in support of strategic realignment (transition) is properly planned and implemented. Serve as an advisor to management by providing direction and guidance on human resource and organizational development matters.

5. Ensure consistent and transparent application of HR policies and procedures across the OPCW. Leverage technology to ensure the effective delivery of human resource services.

Requirements

Education (Qualifications):

Essential:

Preferably an advanced university degree in human resources management, public or business administration, law, social sciences or a related field. A first level university degree in a related field in combination with qualifying experience (minimum 12 years) may be accepted in lieu of an advanced university degree.

Skills and Abilities (key competencies):

- Excellent and proven planning, organisational, coordination, negotiation and problem-solving skills;
- Strong analytical and conceptual skills in analysing and interpreting operational issues, formulating options, and proposing and implementing solutions;
- Demonstrated leadership and management skills, including ability to provide significant success in the provision of an operational service targeted at achieving tangible operational results;
- Excellent inter-personal and communication skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally;
- Ability to ensure an effective work structure to maximise productivity and achieve Division goals;
- Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent activities;
- Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds.

Experience:

Essential:

With an advanced university degree, a minimum of ten years, of progressively responsible experience in human resources management including experience at a senior level in the United Nations common system or a comparable public international organisation. Demonstrated professional competence in organisational development and change in management and ability to lead in a fast changing environment. Experience in developing and implementing staffing policies, manuals or guidelines for the United Nations or a comparable public

6. Promote a dynamic high performance culture among all staff based on OPCW values and competencies and develop methods to enhance staff engagement. The incumbent is responsible for guiding and implementing a holistic approach to performance management, including probationary periods and the annual performance management cycle. This includes reporting on the implementation of the performance management process to the Management Board.

7. Promote effective communication and facilitate open and transparent Staff/Management consultative processes. Seek consensus on HR matters and participate in regular consultations with elected staff representatives as required.

8. Represent the Organisation in external meetings on HR as required. Develop and share knowledge of emerging and best HR practices in the United Nations common system and the intergovernmental organisations.

9. As necessary to execute delegated functions including acting on behalf of the Director of Administration in his/her absence.

10. As a member of the Advisory panel set up by the Director-General, the incumbent has the key responsibility for the correct implementation of the tenure policy and the annual contract extension process, and for annual reporting to the member states.

11. The incumbent is also responsible for the implementation of the HR modules within the ERP system and for interfaces with the Financial modules relating to Entitlements & Benefits.

12. Perform other duties as assigned.

international organisation is required. Experience in drafting reports and responses to the legislative and oversight bodies of a public international organisation is essential.

Desirable:
Experience in defending administrative decisions in the area of staffing through a formal dispute resolution mechanism of a public international organisation is desirable. Experience in the implementation of a talent management framework in the area of staffing through an enterprise resource planning system as the operations business owner is desirable. Knowledge of the conditions of service of the UN Common System / recommendations of the International Civil Service Commission is highly desirable.

Languages:
Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the **January 2017 rate of 24.7%.**

	With Dependants	No Dependants
Annual Salary (US dollars)	$ 89,804	$ 84,721
Post Adjustment	$ 22,181	$ 20,926
Total Salary	$ 111,985	$ 105,647

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.
Interested applicants who are unable to submit an application online at **www.opcw.org**, due to technical problems, are requested to send an e- mail to Recruitment@opcw.org explaining the problem.
Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.
Applications from qualified female candidates are strongly encouraged.
There are job advertisements and offers that falsely state that they are from the OPCW.