

10-531398

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John K. JNW

Job Title : CHIEF, HUMAN RESOURCES MANAGEMENT SERVICE, D1  
Department/ Office : United Nations Office at Nairobi  
Location : NAIROBI  
Posting Period : 9 January 2012-9 March 2012  
Job Opening number : 12-HRE-UNON-21327-R-NAIROBI

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

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### **Org .Setting And Reporting**

The United Nations Office at Nairobi (UNON) is the UN Headquarters in Africa and the representative office of the Secretary-General. UNON supports programme implementation of the UN Environment Programme (UNEP) and the UN Human Settlements Programme (UN-Habitat) globally, as well as other UN offices in Kenya, by providing administrative, conference and information services ([www.unon.org](http://www.unon.org)). The post is located in the Human Resources Management Service (HRMS) within the Division of Administrative Services (DAS) at UNON.

### **Responsibilities**

Under the overall direction of the Director, Division of Administrative Services, the incumbent will be responsible for the implementation of Human Resources Management reforms at UNON and at other UN Secretariat Offices in Nairobi, as well as for planning and management of the Human Resources Management Service which provides support and/or advice to UNEP and UN-Habitat globally, and other entities of the UN Secretariat based in Nairobi. The incumbent will advise senior officials on policy issues and human resources management matters; develop approaches to meet changing organizational needs; determine the implementation and consistent application of policies and instructions; monitor and evaluate effectiveness and recommend changes; organize and manage the assigned resources to provide timely and effective service to managers and field offices; negotiate and resolve personnel matters related to common system issues applicable and relevant to the duty station with inter-agency committees of Nairobi-based organizations; advise on UNON positions and concerns at consultative meetings of UN Secretariat officials; clarify the position of the Director-General (and/or Secretary-General) with staff-management consultative and judicial bodies, collaborate on conditions of employment; maintain sound staff-management relations; ensure consistent application and enforcement of established rules, regulations and standards within the authority delegated to UNON; approve exceptions and take discretionary decisions; attend meetings of senior management and advise on human resources management subjects under discussion; counsel managers on consequences of supervisory decisions; establish human resources management policies and practices to meet the needs and conditions of UN

offices administered by UNON. Co-ordinate and oversee the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, the General Assembly and other policy-making organs, as appropriate.

### **Competencies**

**Professionalism:** Mastery of all aspects of human resource management. In-depth knowledge of United Nations staff regulations and rules, human resource policies and guidelines, and ability to apply them in work situations. Proven conceptual, analytical and communications skills. Ability to identify key strategic issues, opportunities and risks. Proven efficiency to meet commitments, observe deadlines and achieve results. Shows pride in work and in achievements.

**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.

**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.

**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.

**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 that 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 business or public administration, law, social sciences or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of 15 years of progressively responsible experience in human resources management, administrative services or related area is required. Experience in the United Nations common system or similar international organization is required.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of a second United Nations language is an advantage.

**Assessment Method**

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed up by a competency-based interview.

**Special Notice**

Staff members are subject to the authority of 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. All applicants are strongly encouraged to apply online as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. Online applications will be acknowledged where an email has been provided. If you do not receive an e-mail acknowledgment within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application if necessary.

**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.