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email:communication@mfa.gov.gh



MINISTRY OF FOREIGN AFFAIRS
AND REGIONAL INTEGRATION

P. O . Box M53
Accra, Ghana

GA-057-0036

Our Ref.: CA/UN/8

REPUBLIC OF GHANA

28TH JULY, 2021.

GM/306

CIRCULAR

NOTIFICATION OF VACANCIES AT THE UNITED NATIONS

I have the honour to bring to your attention, a job vacancy below which has been circulated by the United Nations in New York:

A) Post: Human Resources Officer, P4
Deadline for submission: 3rd September, 2021
Duty Station: New York

2. Information on job openings are available at the UN website <https://careers.un.org/lbw/jobdetail.aspx?id=157511&Lang=en-US>. Attached are documents pertaining to the vacancy.

3. Applicants are to kindly **notify** the Candidatures Unit of the outcome of submissions through the following email: candidatures@mfa.gov.gh.

4. Please accept the renewed assurances of our highest consideration.

For: MINISTER FOR FOREIGN AFFAIRS &
REGIONAL INTEGRATION
MATILDA A. ALOMATU OSEI AGYEMAN (MRS.)
DIRECTOR/CANDIDATURES UNIT

FOR PUBLIC RELEASE



Cc: Hon. Minister
Hon. Deputy Minister, P&E
Hon. Deputy Minister, F&A
Chief Director
Supervising Director
All Directors
All Officers at Base and Abroad

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Job Opening

| | |
|----------------------------|--|
| Posting Title: | Human Resources Officer, P4 |
| Job Code Title: | HUMAN RESOURCES OFFICER |
| Department/Office: | Department of Management Strategy, Policy and Compliance Office of Human Resources |
| Duty Station: | NEW YORK; NEW YORK; |
| Posting Period: | 21 July 2021 - 03 September 2021 |
| Job Opening Number: | 21-Human Resources-DMSPC OHR-157511-R-New York (R) |
| Staffing Exercise | N/A |

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

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Org. Setting and Reporting

The Global Strategy and Policy Division serves as the central strategic authority for all matters pertaining to the management of human resources. It ensures that the Organization has the strategies, policies, frameworks and tools to attract, develop and retain a talented and diverse global workforce. It nurtures a culture of engagement, leadership and results. It provides policy, strategic and thought leadership, innovations and solutions for the end-to-end management of talent: from strategic workforce planning; talent acquisition; organizational and staff development and growth; performance management; including Organization-wide mobility and appropriate duty of care, for all Secretariat staff.

This position is located in the Human Resources Policy Section (HRPS), Strategy and Policy Development Service (SPDS), Global Strategy and Policy Division (GSPD), Office of Human Resources (OHR), Department of Management Strategy, Policy and Compliance (DMSPC). The Human Resources Officer reports to the Chief of Section.

Responsibilities

Strategy and policy development

- Develops innovative and modern new human resources (HR) policies, to meet the evolving needs of the Organization by making contributions to the implementation of the Secretary-General's agenda in areas such as the achievement of gender parity, provision of duty of care, development of a family-friendly work place, delegation of authority and enabling a flexible working environment;
- Conducts and/or leads the comprehensive review of existing human resources-related internal policies (Secretary-General's bulletins, Administrative Instructions, Information Circulars and OHR Policy Guidelines and Directives), with a view to streamline, simplify, consolidate, revise, amend or abolish outdated or obsolete issuances to ensure the current human resources policy framework remains comprehensive, up-to-date and responsive to the needs of the Organization;
- Makes recommendations on HR policy-related practices and procedures. Maintains OHR policy guidelines, develops capacity-building and learning materials, workflow processes and other relevant tools working in collaboration with other entities of the UN Secretariat and other organizations the UN common system;
- Provides authoritative policy interpretation of the United Nations Staff Regulations and Rules and, internal policies on substantive policy and procedural questions related to the management of staff and the administration of benefits and allowances, to senior management, HR practitioners in other entities of the UN Secretariat and counterparts in other organizations of the UN common system; and;
- Keeps abreast of developments and best practices in various areas of human resources from other UN common system organizations as well as from other public and private sectors.



Policy Advisory

- Advises the Chief of the Section on the development, modification and implementation of United Nations policies and practices in the management of staff and administration of allowances and benefits; and,
- Assists the Office of Legal Affairs, the Management and Evaluation Unit and the Administrative Law Division with policy queries related to pending management evaluation litigation. Similarly assist the Office of the Ombudsman with policy queries related to ongoing informal resolution of and mediation.

Other duties

- Supervises and monitors the work of the junior human resources officers in undertaking the full range of human resource management activities;
- Represents the Service or Section in joint bodies and inter-agency working groups on issues related to HR policies and conditions of service of UN staff members;
- Conducts research on private and public sector's strategies, policies and best practices, including those of other organizations of the UN common system, on General Assembly and ICSC decisions;
- Prepares draft Secretary-General's reports, policy papers, position papers, briefing notes and talking points on issues related to HR policy and conditions of service of UN staff members, non-staff personnel and officials other than staff;
- Supports the substantive servicing of intergovernmental meetings by attending and drafting answers to questions asked by members of the committees on HR policy related questions.

Competencies

Professionalism: Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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.

Planning and 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.

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.

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

Education

An advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, law or related field is required. A first-level university degree (Bachelor's degree or equivalent) in combination with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of experience in human resources management: policy development, administration of benefits and allowances, conditions of service and compensation, or administration of justice or related area is required.

Experience in human resources policy development and implementation or administrative law is required.

Experience in provision of HR policy interpretation and HR advisory services is required.

Experience in human resources management in the United Nations Common System or a comparable international organization with a large and diverse workforce is required.

Experience in contributing to the preparation of reports, policy and position papers, briefing notes or talking points on issues related to HR policy and conditions of service is desirable.

Experience in providing authoritative policy interpretation of internal policies on substantive policy and

procedural questions related to the management of personnel and the administration of benefits and allowances is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Fluency in French is desirable. Knowledge of another UN official language is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

[Accessibility](#)

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.

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To: ghanaperm@aol.com
Sent: Tue, Jul 27, 2021 2:26 pm
Subject: New Job Opening: Human Resources Officer, P4



United Nations
careers

Human Resources Officer, P4

New job opportunity! The United Nations Human Resources Policy Section is looking for a Human Resources Officer at the UN Secretariat headquarters, New York. Read more and apply **by 3 September 2021.**

[Job Opening #157511](#)

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Our mailing address is:

United Nations
405 E 42nd St