

United Nations



*Job Description for Positions requiring official secondment
from national governments of Member States of the United Nations Organization*

Post title and level	Human Resources Officer (P3)
Organizational Unit	United Nations Mission for Justice Support in Haiti (MINUJUSTH)
Duty Station	Port au Prince
Reporting to	Chief of Administration and General Services Section
Duration	1 year
Deadline for applications	30/09/2018

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

RESPONSIBILITIES:

Under the guidance and supervision of the Chief of Administration and General Services Section (HNP Capacity Building pillar), the incumbent is responsible for acting as a close liaison and offers strategic guidance and technical support to his/her Haitian National Police (HNP) counterpart in the human resources management in accordance with United Nations rules, regulations, and mission mandate.

The incumbent is also responsible for the following:

- Collaborating with members of HNP assigned to the Personnel Directorate in order to develop strategies for capacity building within the HNP personnel management system;
- Advise in the development of all necessary policies and directives governing the operations of the HNP Personnel Directorate including the updated of the HNP policies on personnel including its organizational chart;
- Support in the establishment of a comprehensive personnel-based database system, to include the complete computerization of all personnel records, training information, performance assessments, promotions, medical records, and transfers, among other personnel services;
- Assess personnel & human resources requirements and make recommendations as needed;
- Recommend rational distribution and or deployment of personnel;
- Support in the analysis of reports subject to administrative disputes in collaboration with the concerned personnel;
- Establishing a communication and support system for the HNP Personnel Directorate;
- Assisting his/her HNP counterpart in assessing HNP job performance and identifying training needs of assigned HNP officers;
- Acting as a liaison with the United Nations Police for operational and administrative support needs;
- Acting as a liaison with senior HNP officers and other national officials on matters related to the reform, development and modernization of the HNP Personnel Directorate;
- Performing any other duties assigned to him/her by his / her supervisor

COMPETENCIES:

- **Professionalism:** hands on knowledge and experience in the field of Human Resources Management/Development especially in frame work of Police/Public Sector, formulation/development of policies and procedures, in particular in the development of Benefits/Recruitment policies/procedures. Conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.

QUALIFICATIONS:

Education: Graduation from Police College or Academy or other recognized law enforcement educational/training institution is desirable. Advanced university degree (Master's degree or equivalent) in human resources or related field is desirable. 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 5 years of progressive experience in the field of human resources in law enforcement agencies / institutions. Knowledge and understanding of theories, concepts, and approaches relevant to democratic policing; ability to prepare reports in a clear and concise manner, articulating the facts with relevance to the respective task or required procedure; previous experience in UN Police missions is an asset. . Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written in French is required. The knowledge of the Creole and/or English is an advantage.

Preference will be given to equally qualified women candidates.

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