**Para:** Todos los interesados

**De:** Bo Mathiasen
Representante

**Asunto:** Anuncio de vacante

**Fecha:** 15 de noviembre de 2016

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Tengo el agrado de enviar adjunto la descripción de funciones para la vacante de:

**HUMAN RESOURCES ANALYST (NO-A)**

Las personas interesadas en esta vacante, deben enviar el Formato P11 que encontrarán en nuestra página web (unodc.org/colombia/es/vacantes), firmado y en sobre cerrado, a la siguiente dirección: Calle 102 No. 17A – 61, Edificio Rodrigo Lara Bonilla en la ciudad de Bogotá, indicando el cargo al cual están aplicando.

Las solicitudes se recibirán hasta el **9 de diciembre de 2016, 5:00 p.m.**

Únicamente se contactarán para el proceso de selección aquellas personas cuyas hojas de vida cumplan con todos los requisitos establecidos en los términos de referencias (ver anexo).

*Sólo serán considerados(as) los(as) candidatos(as) que tengan nacionalidad colombiana o que estén legalmente autorizados(as) para trabajar en Colombia.*

Atentamente,

UNODC
Oficina de las Naciones Unidas contra la Droga y el Delito

# JOB DESCRIPTION

## I. Position Information

Job Code Title: **Human Resources (HR) Analyst**
Pre-classified Grade: ICS-8
Supervisor: Operations Officer

## II. Organizational Context

Under the overall guidance of the UNODC Representative and direct supervision of the Operations Officer, the HR Analyst is responsible for transparent implementation of HR strategies in the Field Office (FO), effective delivery of HR services and management of the FO HR Unit. He/she analyses, interprets and applies HR policies, rules and regulations, establishes internal procedures and provides solutions to a wide spectrum of complex HR issues. The HR Analyst promotes a collaborative, client-oriented approach and contributes to the maintenance of high staff morale.

The HR Analyst supervises and leads the staff of the HR Unit. The HR Analyst works in close collaboration with the operations, programme and project teams in the FO and UNODC HQs staff ensuring successful FO performance in HR management.

## III. Functions / Key Results Expected

**Summary of Key Functions:**

- Implementation of HR strategies and policies
- Effective HR management
- Staff performance management and career development
- Conduct of UN-related surveys
- Facilitation of knowledge building and knowledge sharing

1. Provides support to the **implementation of HR strategies and policies** focusing on achievement of the following results:

- Full compliance of HR activities with UN rules and regulations, UNDP and UNODC policies, procedures and strategies; effective implementation of the internal control, analysis of parameters in support of proper design and functioning of the HR management system.
- FO HR business processes mapping and elaboration/establishment of internal procedures in HR management, control of the workflows in the HR Unit.
- Analysis and elaboration of proposals on the strategic approach to recruitment in the FO,

proper use of contractual modalities, forecast of the staffing needs, performance evaluation and staff career development management.

2. Provide support to **effective human resources management** focusing on achievement of the following results:

- Management of recruitment processes including job descriptions, job classification, vacancy announcement, screening of candidates, organization and participation in the interview panels.
- Management through UNDP of contracts in and outside ATLAS. Monitoring and tracking of all transactions related to positions, recruitment, HR data, benefits, earnings/deductions, retroactivity, recoveries, adjustments and separations through Atlas.
- Advise on international staff entitlements.
- Development and management of rosters of consultants.

3. Provides support to proper **staff performance management and career development** focusing on achievement of the following results:

- Implementation of the performance appraisal process, facilitation of the process.
- Support to effective learning management including establishment of the Whole Office Learning plan in collaboration with the Senior Management.
- Support to UNODC Representative in the elaboration of proposals for the implementation of organizational structure changes in line with career development.

4. Ensures **conduct of UN-related surveys** focusing on achievement of the following results:

- Support to the implementation of comprehensive and interim local salary, hardship and place-to-place surveys in coordination with the Resident Coordinators Office (RCO) and UNDP.

5. Ensures **facilitation of knowledge building and knowledge sharing** in the FO focusing on achievement of the following results:

- Organization of trainings for operations/ programme staff on HR issues.
- Synthesis of lessons learnt and best practices in HR.
- Sound contributions to knowledge networks and communities of practice.

## IV. Impact of Results

The key results have an impact on the overall FO efficiency in human resources management and success in introduction and implementation of HR strategies and policies. Accurate, timely and appropriate delivery of services ensures client satisfaction and maintains high staff morale. It enhances UNODC credibility of UNODC as an effective and efficient organization in the HR sector.

## V. Competencies and Critical Success Factors

### Functional Competencies:

Building Partnerships

**Level 1.2: Maintaining a network of contacts**

- ❑ Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- ❑ Establishes and nurtures positive communication with partners

Promoting Organizational Learning and Knowledge Sharing

**Level 1.2: Basic research and analysis**

- ❑ Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- ❑ Documents and analyses innovative strategies and new approaches
- ❑ Identifies and communicates opportunities to promote learning and knowledge sharing
- ❑ Develops awareness of the various internal/external learning and knowledge-sharing resources

Job Knowledge/Technical Expertise

**Level 1.2: Fundamental knowledge of own discipline**

- ❑ Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- ❑ Ability to formulate and manage budgets; manage contributions and investments; manage transactions; and conduct financial analysis, reporting and cost-recovery.
- ❑ Possesses knowledge of organizational policies and procedures and applies them consistently in work tasks
- ❑ Identifies new and better approaches to work processes and incorporates the same in his/her work
- ❑ Analyzes the requirements and synthesizes proposals
- ❑ Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- ❑ Demonstrates good knowledge of information technology and applies it in work assignments
- ❑ Demonstrates in-depth understanding and knowledge of the current guidelines and tools and utilizes these regularly in work assignments

Promoting Organizational Change and Development

**Level 1.2: Basic research and analysis**

- ❑ Researches and documents 'best practices' in organizational change and development within and outside the UN system
- ❑ Demonstrates ability to diagnose problems and identifies and communicates processes to support change initiatives

Design and Implementation of Management Systems

**Level 1.2: Research and analysis and making recommendations on management systems**

- ❑ Make recommendations relative to work-processing approaches and procedures which

would lead to more efficient systems design

Client Orientation

**Level 1.2: Establishing effective client relationships**

- ❑ Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- ❑ Organizes and prioritizes work schedule to meet client needs and deadlines
- ❑ Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- ❑ Anticipates client needs and addresses them promptly

Promoting Accountability and Results-Based Management

**Level 1.2: Basic monitoring**

- ❑ Gathers, analyzes and disseminates information on best practice in accountability and results-based management systems

**Core Competencies:**

- ❑ Demonstrating/safeguarding ethics and integrity
- ❑ Demonstrate corporate knowledge and sound judgment
- ❑ Self-development, initiative-taking
- ❑ Acting as a team player and facilitating team work
- ❑ Facilitating and encouraging open communication in the team, communicating effectively
- ❑ Creating synergies through self-control
- ❑ Managing conflict
- ❑ Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- ❑ Informed and transparent decision making

| **VI. Recruitment Qualifications** | |
|---|---|
| Education: | Master's Degree or equivalent in HR, Business Administration, Public Administration or related field. A first-level university degree in combination with two (2) years of qualifying experience may be accepted in lieu of the advanced university degree. |
| Experience: | Up to two (2) years of relevant experience at the national or international level in providing HR advisory services and/or managing staff and operational systems. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems. |
| Language Requirements: | Fluency in Spanish and English. |