

# HUMAN RESOURCES OFFICER (TALENT MANAGEMENT)

## **Purpose of the Position:**

The purpose of the position is to help drive UNICC's overall talent management strategies.

## **Objectives of the Programme:**

The objective of the Centre is to provide trusted ICT services and digital business solutions to its Clients and Partner Organizations.

## **Main duties and responsibilities:**

The incumbent will work under the direct supervision and guidance of the Head, Talent Management, within the Human Resources Section (MSH) and in close collaboration with the human resources team. The incumbent could be requested to do any other tasks of similar level in related fields.

Under guidance, the incumbent will perform the following duties:

- Contribute to the implementation of the UNICC talent strategy to attract and retain talents with a specific focus on talent acquisition

## **Selection planning and partnership with managers**

- Advise and collaborate with managers to plan their upcoming selections and carry out ongoing selection processes
- Ensure that the selection process complies with relevant UNICC Selection policy. Propose enhancements to the policy and processes
- Analyse, monitor and report on selection processes for management, including reports on gender parity, diversity etc.
- Ensure an excellent planification of the selection processes and apply a data driven approach to enhance the efficiency of selection planning
- Prepare and maintain SOPs and manager guidelines for new process introductions or process enhancements
- Develop and maintain monitoring tools to facilitate the coordination of the selection processes with other HR stakeholders involved in the talent cycle (workforce planning, HR operations for Onboarding and final recruitment steps)

## **Outreach and sourcing**

- Participate actively in the sourcing strategy including the development and implementation of outreach activities to improve diversity including gender parity at UNICC
- Build, maintain and develop UNICC's talent pools, rosters, and pipelines for future staffing needs, ensuring a consistent supply of qualified candidates for various positions
- Strengthen UNICC's brand as an attractive employer: promote UNICC's mission, values, and opportunities to prospective candidates, both through online platforms and in-person interactions

- Ensure an excellent talent experience to the candidates applying to UNICC, guarantee candidate's engagement throughout the selection process
- Expand partnerships with relevant academic institutions to attract young talents and collaborate on capstone projects
- Participate in talent fairs and other events to improve candidate attraction
- Manage and further develop Youth talent initiatives, including the different Youth programs
- Continuously monitor and stay abreast of market best practices and formulate innovative proposal to integrate them in UNICC's talent acquisition strategy

### Management of the selection team

- Manage, guide, develop and coach the Unit team members
- Participate in the HR coordination meetings
- Foster a sense of belonging of the team members and create a conducive environment for exchanges and implementation of the operational day to day work
- Create and ensure a harmonious working dynamic among the team members
- Provide mentoring for junior team members or talent interns

### Other

- Collaborate closely with the Learning and Development unit on projects related to talent acquisition, performance management, staff engagement and career development
- Provide other ad hoc support either within your team or in other teams as required

### Other Information

### Compensation:

Annual Salary Estimation (net of tax at single rate):

- Valencia (Spain), including post adjustment (35,2% on May 2024): US\$ 86,691.

UNICC also offers generous leave and absence allowances, flexible working hours, overtime compensation, teleworking, access to training, and depending on eligibility other benefits such as relocation grant, dependency allowance, language allowance, or education grant.

### Closing date for applications:

Applications will be accepted until midnight (Geneva Time) on 30 June 2024.

### Experience and Skills required:

#### Essential:

- Minimum five years of work experience in human resources management in an international setting, with an emphasis on selection and recruitment
- Demonstrated experience coordinating initiatives, projects, or programmes relevant to sourcing and selection

- Proven experience providing HR advice and guidance to staff and managers

**Desirable:**

- Work experience in the UN system or similar organizations is considered an asset

**Education\*:**

**Essential:**

- First university degree in Human Resources Management or related field

**Languages:**

**Essential:**

- **English:** Expert knowledge is required
- Spanish Beginner knowledge is desirable

**WORKING CONDITIONS:**

CONTRACT: Staff (P3)

DURACIÓN: Fixed Term

HOURS A DAY: 7.5

SALARY/ GROSS OR NET/ YEAR: USD 86,691 (single rate, including post adjustment)

PLACE OF WORK: Valencia, Spain

OTHERS :

**WAY OF WORKER PRESENTING CANDIDACY:**

FILL OUT COMPANY FORM (SEND INF THERE IS A WEB PAGE, PDF ETC)

<https://www.unicc.org/working-with-icc/human-resources-officer-talent-management/>

**DEADLINE FOR PRESENTING CANDIDATES: 30/06/2024**