

## Post : Human Resources Policy Officer (P-3)

### General Information

- **Contract Type:** Fixed-term Professional
- **Grade:** P3
- **Total Salary (including post adjustment) :** USD 91,564
- **Closing Date:** 23/01/2021

### Job Summary

Human Resources (HR) Branch is looking for a dedicated and a hardworking professional with long term experience in the field of HR policy and strategy. The HR Policy Officer will be in charge of developing and maintaining of human resources policy framework that supports the achievement of the organizational priorities. The post holder will coordinate HR planning and the OPCW people strategy development. In this position, the post holder will prepare responses to meet HRB's commitments regarding audit, management reporting, and policy-making organs and responsible for providing high-quality advice on HR policy direction and interpretation, as well as staff appeal, disciplinary cases and staff relations. The post holder will supervise the Staff Administration team to ensure the implementation of privileges and benefits.

### Main Responsibilities

Human Resources Policy Officer will be responsible to review and to formulate new and revised HR policies in close collaboration with the HRB teams and the Office of the Legal Advisor. The officer will support Head HRB during consultations on HR subjects, coordinate and lead on HR reporting to senior management, internal and external auditors, liaise with other organisations and agencies to ensure that OPCW has efficient HR policy and strategy development in comparable systems. The officer will be coach and mentor staff to build a strong team.

### Qualifications and Experience

#### Education

An advanced university degree in human resources management, law, public or business administration, industrial relations, psychology or other social sciences; a first level university degree in combination with qualifying experience (minimum 7 years) may be accepted in lieu of the advanced university degree.

#### Experience

**Essential:** A minimum of 5 years of progressively responsible experience in human resources management, several of which must be in HR policy with advanced degree or 7 years with first level degree. Work experience in a multilateral/international organisation, preferably a UN common system organisation.

**Desirable:** Experience in handling staff appeal and disciplinary cases preferably in an international and/or multilateral context.

### Skills and Competencies

The post holder should have strong knowledge of HR theory, including HR disciplines as well as HR best practices in public and private sector. The post holder will be able to analyse and to research HR policy, effectively apply guidelines and develop implementation plans for policies, standards, procedures and guidelines. This role requires oral and written communications skills.

### Languages

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian and Spanish) are desirable.