

Post: Head, Talent Management (P-4)

1. General Information.

- a. Contract Type: Fixed-term Professional
- b. Grade: P4
- c. Total Salary (including post adjustment): USD 108,730
- d. Closing Date: 18/12/2020

2. **Job Summary.** OPCW is looking for a dedicated professional with practical experience to lead the translation of organizational strategies for performance management and employee growth, leadership development, and succession planning into overall talent management strategies. The post holder will be responsible to provide strategic advice on career development and oversee the career transition programme. The fixed term appointment duration is two years with a six-month probationary period. The total length of service for Professional staff shall not exceed 7 years. Applications from qualified female candidates are strongly encouraged.

3. Main Responsibilities. The post holder will have the following duties:

- (a) Develop a Talent Management vision, mission and strategy tied to the OPCW People strategy to drive the achievement of results within the relevant HR field and leverage insights and data to inform the Talent Management strategy and roll-out people programmes.
- (b) Lead the efforts for translation of organisational strategies for performance management and employee growth, leadership development, and succession planning into talent management strategies and support the learning needs associated with it.
- (c) Provide leadership for the Talent Management Section ensuring that colleagues are aware of the vision and mission of the section and that the work is geared toward achieving these.
- (d) Lead the performance management of the section, either directly or indirectly, through the relevant line supervisors, ensuring that all staff have set objectives and that work is assessed through the year to attain these.
- (e) Provide thoughtful leadership and coordinate Talent Development governance for a blended approach to learning, maximising both digital and live learning as appropriate.
- (f) Provide strategic advice on career development and lead all aspects of the career transition programme.
- (g) Develop workforce planning methodology specifically adapted to support OPCW's organisational needs, including forecasts capturing both critical and routine human resources requirements in order to support workforce planning at all levels.
- (h) Create and maintain the Organisation's workforce plan to identify all staff resourcing/promotions/reassignment needs, whether through tenure of normal turnover, to ensure that proactive recruitment is undertaken to minimize the delay in recruiting to these posts.
- (j) Contribute to the development of the people strategy, the branch its workplan and ensure that Talent Management activities are embedded within the work of the branch.
- (k) Contribute to the development and finalization of relevant Administrative Directives within the HR field.

4. **Qualifications and Experience.** The educational qualifications required for this position:

An advanced university degree in human resources management, social science, public or business administration, industrial relations, psychology, or a related field.

5. **Knowledge and Experience.**

- (a) At least 7 years of progressively responsible experience in human resources management, several of which must be in talent development and/or talent acquisition.
- (b) Experience in a supervisory/managerial role is essential.
- (c) A first-level university degree in combination with qualifying experience (minimum 09 years) may be accepted in lieu of the advanced university degree.
- (d) Work experience in a multilateral/international organisation, preferably a UN common system organisation is desirable.

6. **Skills and Competencies.**

- (a) Demonstrates integrity by modelling the OPCW values and ethical standards.
- (b) Promotes the vision, mission, and strategic goals of the TS.
- (c) Demonstrated ability and commitment to display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- (d) Fair treatment to all.
- (e) Displays knowledge of underlying theory of HR, including a broad range of HR disciplines as well as HR best practices in public and private sector applied to clear strategic plans and interventions, and advice to clients.
- (f) Demonstrates the ability to develop realistic implementation plans for new policies, standards, procedures and guidelines.
- (g) Shows strong corporate commitment; works to achieve the goals of TS as a whole, making significant contributions to TS priorities or initiatives.
- (h) Focuses on impact and results for the client; promotes and lives by an ethic of client service, seeking to produce significant and positive impact.
- (j) Communicates clearly and convincingly; demonstrates strong oral and written communications skills. Is particularly able to draft and submit legal opinions and responses within the administrative guidelines and staff rules and regulations.
- (k) Demonstrated ability to lead the development of clear office strategy; anticipates and understands client needs, formulates clear strategic plans, prioritizes interventions, and allocates resources according to priorities.

7. **Languages.**

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