

Post: Human Resources Policy Officer (P-3)

General Information

- **Contract Type:** Fixed-term Professional
- **Grade:** P3
- **Total Salary (including post adjustment):** USD 92,807
- **Closing Date:** 31/03/2021

Responsibilities

Job Summary

Our Human Resources Branch team is looking for a dedicated professional with broad expertise in the field of HR policy and employee relations with experience in an international/multilateral organization who is passionate about upholding a culture that is fair, respectful and inclusive. The HR Policy Officer will be in charge of developing and maintaining human resources policies that support the achievement of the organizational priorities. You will coordinate HR planning and the OPCW people strategy development. In this position you will prepare responses to meet HRB's commitments regarding audit, management reporting, and policy-making organs. In addition, you will provide high-quality advice on HR policy direction and interpretation, as well as staff appeal, disciplinary cases and staff relations to create an organizational culture of trust and respect. Also, you oversee the Staff Administration team to ensure the implementation of entitlements and benefits.

Main Responsibilities

In this position as the Human Resources Policy Officer you 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. You 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. In addition, you will coach and mentor staff to build a strong team.

Qualifications and Experience

Education

Essential: 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.

Desirable knowledge: Expertise in conflict resolution, multi-functional collaboration and project management.

Knowledge and 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. You will need relevant work experience in an international/multilateral entity, preferably a UN common system organization.

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

Skills and Competencies

You have broad expertise in HR policy to lead on the end-to-end creation, implementation, governance and interpretation of HR policies, guidelines and procedures, using in-depth expertise of best practices and organizational values and standards of fairness and equity. You will co-create the new people strategy and develop communication strategies for new policies guidelines and procedures to scale the HR policy function. You will provide guidance on employee relations topics, such as complaints, performance management, grievances and conflict resolution issues. What is more, strong supervisory and leadership skills as well as good interpersonal skills, critical thinking skills, tact and discretion, ability to establish and to maintain collaborative and inclusive working relations with people in a multi-cultural environment are required.

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.