



Post Title: **Head of Unit (Senior Human Resources Officer)**
Domain: Human Resources
Post Number: 1ITSC 0891TP
Grade: P-4
Organizational Unit: International Centre for Theoretical Physics (ICTP)
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Deadline (midnight, Paris time): **27-MAR-2023**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers.

Under the overall supervision of the Director of ICTP and direct supervision of the Senior Operations Officer, and with a functional reporting line to the UNESCO Director, Bureau of Human Resources Management (DIR/HRM), the incumbent will lead the work of the Human Resources Unit, including ICTP Medical Services and will provide HR advice and services to TWAS Executive Director. The incumbent will supervise the provision of the full range of human resources management services and advice as well as medical services to the ICTP staff, research fellows and scientific consultants and TWAS staff. In particular, the incumbent will be required to:

Leadership of Human resources Unit:

- Provide leadership, capacity building and supervision to the staff of HR Unit in the delivery of the full range of human resources management services to staff, research fellows, students and consultant
- Oversee post management, recruitment and selection of staff, staff and non-staff contracts, benefits and entitlements administration, performance management and staff development
- Lead provision of HR services to The World Academy of Sciences (TWAS)
- Oversee the work of ICTP Medical Services to ensure it's smooth functioning and effective support to Centre's staff and visitors and provide administrative supervision to medical team

Human Resources Advisory Services:

- Serve as the primary advisor on interpretation and application of HR policies, regulations and practices to the ICTP Director, TWAS Executive Director, managers and staff
- Ensure awareness building among staff and managers with regard to staff rules and regulations and related guidelines
- Develop innovative HR approaches to meet the needs of the Centre as the scientific research institute, while ensuring compliance with UNESCO HR framework and agreements establishing ICTP
- Review non-staff contractual modalities in consultation with HRM and Legal Affairs at UNESCO HQ with a view of developing the framework suitable for the specialized needs of ICTP
- As a member of the Management Committee, provide advice and make recommendations to the ICTP Director on administrative management matters of the importance to the Centre and interacting with internal and external auditors
- Prepare necessary HR input to the documents to be presented to ICTP Governing Bodies and auditors



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Organizational and Talent Management:

- Analyse the Centre's evolving needs and devise organizational structures to meet them, prepare reorganisation proposals and liaise with HRM on implementation of the new structures
- Provide organizational and job design advice, develop and promote the use of generic job descriptions, and organize reclassification reviews as needed
- In consultation with the ICTP Director and senior managers, identify staffing needs, define the best approaches to promoting with special focus on gender parity and attracting candidates on a wide geographical basis.
- Provide career development and organize trainings to assist staff with career progression, with particular attention to developing and implementing career paths for scientists

Staff relations:

- Maintain relationships with the two UNESCO staff unions represented at ICTP and hold meetings with the ICTP Director and staff representatives to maintain the dialogue between staff and management
- Liaise and mediate between disputing parties to achieve solutions to workplace concerns.
- Manage HR of appeals and grievances and other potentially contentious cases in consultation with the ICTP Director, HRM, Office aspects of Legal Affairs and Ethics Office as appropriate and ensure timely preparation and submission of information related to individual cases for preparation of formal responses

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Communication
- Accountability
- Innovation
- Knowledge sharing and continuous improvement
- Planning and organizing
- Results focus
- Teamwork
- Professionalism
- Building partnerships
- Driving and managing change
- Leading and empowering others
- Making quality decisions
- Managing performance
- Strategic thinking

For detailed information please consult the **UNESCO Competency Framework** (https://en.unesco.org/sites/default/files/Competency%20Framework_E.pdf)

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's degree or equivalent) in human resources management, public or business administration, social sciences, law or another related field.

WORK EXPERIENCE

- At least 7 years of combined experience in minimum two of the following fields in HR management: recruitment, staff administration, job classification and/or staff training and development. At preferably 3 years acquired at the international level in the field of HR management
- Proven experience managing and motivating diverse teams



SKILLS/COMPETENCIES

- Demonstrated ability to lead and supervise staff and effectively monitor work programmes
- Excellent knowledge of the different areas of the human resources management and administration
- Expertise in interpreting rules and administrative guidelines and solving complex issues in the field of Human Resources
- Strong analytical skills, ability to develop and implement changes to HR processes
- Excellent communications skills with ability to draft clearly and concisely
- Demonstrated ability to work in a team and to establish and maintain effective working relationships with external and internal partners in a multicultural environment.
- Expertise in taking ownership of all responsibilities and to act with integrity and transparency by maintaining social, ethical and organizational norms
- Promote knowledge sharing and learning culture in the organization and to focus and guide others to meet objectives, at individual and group level

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in an organization with a scientific research mandate is a strong asset. Talent acquisition experience in STEM area is highly desirable.
- Experience working with the United Nations

SKILLS / COMPETENCIES

- Knowledge of an Enterprise Resources Planning (ERP) system (preferably SAP), including HR modules.

LANGUAGES

- Knowledge of another official UNESCO language (Arabic, Chinese, French, Russian, Spanish).
- Knowledge of Italian.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](https://en.unesco.org/sites/default/files/unesco-staff-compensation-booklet_en.pdf) (https://en.unesco.org/sites/default/files/unesco-staff-compensation-booklet_en.pdf)



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MORE INFORMATION

Please note that all candidates must complete an on-line application and provide complete and accurate information. No modifications can be made to the application submitted. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet* > *Tools* > *HR Apps* > [Careers](#). If you are working remotely, you should connect to Careers portal through *connect.unesco.org*

For all other candidates: <https://careers.unesco.org>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

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