



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 192 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Senior Classification Advisor**
Organisational unit **Recruitment and Staffing Section**
Bureau of Human Resources Management

Duty station Paris, France
Grade P-4
Post number HRM-189

RE-ADVERTISEMENT

Closing date **12 November 2007**

Main responsibilities Under the leadership of the Director, Bureau of Human Resources Management (HRM) and the direct supervision of the Chief of Recruitment and Staffing Section. The incumbent will be required to:

- Provide advice to managers on organizational design and classification issues.
- Undertake or supervise classification evaluations and audits.
- Review, develop and implement policies, procedures and tools in classification.
- Develop and deliver training programmes on classification related matters.
- Draft correspondence, reports and other official documents.
- Represent UNESCO in international classification related meetings within or outside the UN system.
- Maintain and monitor the post establishment system (staffing tables), ensuring that it reflects posts and staff movements; provide statistics as required.

- Profile**
- Advanced university degree, preferably in Public Administration, Human Resources Management, Economics or related field.
 - At least 7 years of progressively responsible professional experience in Human Resources, of which a minimum of three years in job evaluation/classification and organizational design, preferably within the UN Common System.
 - Familiarity with UN reform initiatives in particular related to broad banding and pay for performance schemes.
 - Thorough understanding of organizational design principles and practices. Ability to manage organizational design and classification projects carried out by consultants.
 - Ability to develop and deliver training on classification related matters.
 - High level of conceptual and analytical ability in the development of policies systems and procedures; ability to communicate effectively and persuasively (orally and in writing).
 - Ability to establish and maintain effective working relationships with management and staff; track record in seeking innovative ways to resolve organizational problems by demonstrating resourcefulness, initiative, discretion and maturity of judgement; good organizational and planning skills.
 - Good IT skills.
 - Excellent knowledge of either English or French, plus a very good working knowledge of the other language, in order to provide advice to management, conduct desk audits and explain classification issues.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around €79,700 (€74,300 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **HRM-189**.

UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: Recrutweb@unesco.org.

Women as well as nationals from non- or under-represented Member States are encouraged to apply

Non- or under-represented Member States as of August 2007 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Cook Islands, Cyprus, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Malaysia, Maldives, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Lucia, San Marino, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Slovakia, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.

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