

Vacancy Announcement No. ICSC/01/2025

Deadline for submission of applications: 28 March 2025

Short-term Consultancy

Human Resources Policies Division

International Civil Service Commission, New York

Level of post: Consultant, level A

Duration of assignment: Three months, initially

Date of entry: 14 April 2025

Overall setting:

The International Civil Service Commission (ICSC) which is based in New York, was established by the United Nations General Assembly to regulate and coordinate the conditions of service of the United Nations common system. The Human Resources Policies Division, ICSC, supports the development of forward-looking policies on human resources matters and provides coordination and guidance on the implementation of new and existing policies. Under the overall direction of the Chief and working closely with the human resources policy officers, the consultant will provided support on areas under the 2025 programme of work of HRPD.

Duties and responsibilities

The consultant will provide the following services:

- Conduct research in support of the various issues under the HRPD work programme for 2025;
- Review policy references in questionnaire responses provided by the organizations, identify trends and summarize relevant information on areas of interest to the Commission highlight any key issues. Follow-up with organizations to fill-in any gaps in data.
- Analyze quantitative and qualitative data, prepare various models based on options being considered and provide associated cost estimates;
- Prepare tables, presentations, charts or other visual elements as appropriate to succinctly and effectively convey information;
- Contribute to process improvements in the HRPD workflow, including the input and scoring of the hardship questionnaires;
- Work on Excel and PowerBI dashboards to consistently and effectively convey the most important information from the various data sources maintained by the Division, including hardship, non-family, danger pay and Pilot D and E circulars/lists.

Competencies:

Professionalism: Ability to identify issues, formulate proposals and make recommendations based on data; is conscientious and efficient in meeting commitments and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information.

Planning and organising: Develops clear goals that are consistent with agreed workplan; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced University degree in human resources management, public administration, social sciences or related field. A first level University degree in combination with some experience in a related field may be accepted in lieu of the advanced university degree.

Work Experience

At least two years of relevant experience with at least one year in an international setting is required. Hands-on research of at least one year with analytical skills and proficiency in software tools to conduct analysis is required. An understanding of the conditions of service of staff categories in the common system is an advantage.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Working knowledge of French is desirable. Knowledge of another United Nations official language is an advantage.

ALL APPLICANTS: Please complete a copy of the United Nations application form (Personal History Profile) Form P-11 at <https://unicsc.org/resources/general/vacancies/p11.doc>, quoting the vacancy number, along with a cover letter and send to: icsc-dropbox@un.org