

**Vacancy Announcement No. ICSC/04/2025**

**Deadline for submission of applications: 22 August 2025**

Short-term Consultancy

Human Resources Policies Division

International Civil Service Commission, New York

**Level of post: Consultant, level B**

**Duration of assignment: 30 working days within a period of 2 months**

**Date of entry: 15 September 2025**

**Overall setting:**

The International Civil Service Commission (ICSC) 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 ICSC is, *inter alia*, responsible for the classification of field duty stations according to conditions of life and work under the Mobility and Hardship Scheme that has been established to compensate staff for operationally required mobility.

The ICSC's Human Resources Policies Division (HRPD) conducts annual reviews of the field duty stations according to conditions of life and work. The consultant will be working under the general supervision of the Chief of HRPD/ICSC, and the direct supervision of the Human Resources Policies Officer who is the manager of the programme for the classification of field duty stations according to the conditions of life and work

**Duties and responsibilities**

The consultant will provide the following services:

1. Assist HRPD in preparation for the 2025 annual review meeting of hardship classification according to conditions of life and work.
2. Analyse, verify and score information presented in prescribed questionnaires that are submitted by each duty station.
3. Conduct extensive research on various hardship factors of field duty stations.
4. Prepare comprehensive reports and summaries of the duty stations under review in line with the approved methodology.
5. Provide an analysis and overview of the conditions in duty stations under review.

**Competencies:**

**Professionalism:** demonstrated competence and expertise in the area of human resource management with capacity to keep abreast of developments in the field. Ability to analyze complex human resource issues and to make appropriate recommendations which take account of far-reaching impact on others.

**Planning and organizing:** awareness of and ability to respond to organizational priorities, to deal effectively with a high work volume and to monitor and coordinate the work of staff when necessary.

**Communication:** proven ability to share and obtain information in an open and cooperative manner; to present ideas clearly and convincingly both orally and in writing, particularly in the preparation of reports.

**Technological awareness:** capacity to recognize the benefits of information technology in the management of human resource functions.

### **Education**

A first-level degree in human resource management, public administration, business administration, social sciences, law, or similar discipline. Professional HR certification with several years of additional experience in the field of human resources may be accepted in lieu of a first-level degree. An advanced university degree (master's degree or equivalent) in human resource management, public administration, business administration, social sciences, law, or a similar discipline, is an advantage.

### **Work Experience**

At least seven years of progressively responsible work experience in relevant areas of human resource management, preferably in an international environment is required. Sound knowledge of human resource management principles, including thorough knowledge of the hardship classification methodology established by the ICSC is required. Experience in the development of human resources policies is highly desirable. Good knowledge of human resource management practices in the United Nations common system and in national government systems is desirable. Working knowledge of conditions in field duty stations is desirable. Skills in the use of MS Office components are required. Good presentation skills are desirable.

### **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 <http://unicsc.org/resources/general/vacancies/P11.doc> quoting the vacancy number, along with a cover letter and send to: **icsc-dropbox@un.org**