



INTERNATIONAL CIVIL SERVICE
COMMISSION

COMMISSION DE LA FONCTION
PUBLIQUE INTERNATIONALE

VACANCY ANNOUNCEMENT

Posting Title: Senior Compensation Officer, P-5
Department/Office: Salaries and Allowances Division, International Civil Service Commission (ICSC)
Location: New York
Posting Period: 25 September - 15 November 2025 (cob)
Duration: 2-year appointment, initially
Job Opening number: ICSC/06/2025

Organizational Setting and Reporting

This position is located in the secretariat of the International Civil Service Commission (ICSC) which was established by the United Nations General Assembly for the regulation and coordination of the conditions of service of the United Nations common system. The common system is composed of 29 organizations, programmes and funds throughout the world. To support the Commission in fulfilling its mandate, the Salaries and Allowances Division (SAD) conducts studies and surveys, produces analytical papers and develops proposals for the Commission on matters relating to human resources management, compensation and other related matters.

Reporting to the Chief of Division, the Senior Compensation Officer maintains close contact with stakeholders and partners and directs the development of policies in the areas under his/her responsibility, to ensure that they are relevant to the needs of common system organizations and Member States, and ensures that work assigned to the Division is carried out in an expeditious and professional manner.

Responsibilities

Under the general supervision of the Chief of Division, the incumbent:

- Independently develops and modifies methodologies for the comparison of: (a) compensation between United Nations Professional staff and the comparator civil service and (b) the determination of the conditions of service for locally recruited staff both at headquarters and non-headquarters duty stations.

- Independently coordinates activities relating to the review and adjustment of United Nations system salaries and various allowances and develops recommendations to that effect for consideration by the Commission.
- In the performance of duties and responsibilities, supervises P-4 staff and below with regard to: (a) the methods and procedures used in the collection of and analysis of data for review and adjustment of salaries and allowances; (b) the calculations performed in the comparison of net remuneration between Professional staff of the United Nations and the comparator.
- With regard to net remuneration comparisons, monitors developments in the comparator civil service and elsewhere to ensure that the most up-to-date analytical processes are used for the United Nations system.
- Represents ICSC secretariat at meetings and conferences related to remuneration matters. Briefs officials and staff representatives of the United Nations common system organizations and Member States on remuneration matters.

Competencies

Professionalism:

- Demonstrated expertise in developing innovative human resource management policies and systems and encouraging successful management environments.
- Demonstrated ability to analyze complex and sensitive data and information and report on it cogently.

Leadership:

- Effective leader with the ability to identify key strategic issues, opportunities and risks, to visualize new and innovative HR concepts, to align divergent views and positions and to motivate and build agreement of staff, managers and member states for common objectives;
- Excellent interpersonal and coaching skills, demonstrated ability to lead and develop staff;
- Serves as a role model that other people want to follow;
- Establishes and maintains relationships with a broad range of people to understand needs and gain support.

Judgement/Decision-making:

- Commitment to the achievement of broad organizational goals and effective programme delivery taking ownership for and demonstrating sound judgement in all areas of responsibility;

- Ability to identify the key issues in a complex situation and come to the heart of the problem and decide quickly;
- Ability to strategically assess options and act based on conditions in the work environment, and the vision and values of the organization.

Communication:

- Excellent communicator with effective listening and negotiation skills;
- Ability to present ideas with clarity and conviction both orally and in writing.

Education

Advance University degree in statistics, economics, mathematics, human resources, business administration or related fields. A first level university degree or equivalent with a relevant combination of formal training and extensive experience in a relevant field of HR management may be accepted in lieu of advanced university degree.

Work Experience

- An in-depth knowledge of the United Nations system of salaries and allowances. A minimum of 10 years of relevant experience, at least five of which should be in an international environment;
- Proven excellent research skills and ability to draft clear and concise policy and operational documents is required.
- In-depth knowledge of computer applications in analytical work is required.
- Knowledge of the United States federal civil service compensation scheme is desirable.
- Previous experience with reviewing the methodology and the levels of Professional and General Service salaries, allowances and pensionable remuneration is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this job, fluency in English is required. Knowledge of another official language of the common system organizations is highly desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Special Notice

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

ALL APPLICANTS: Please complete a copy of the United Nations application form (Personal History Form P.11), at <http://unicsc.org/resources/general/vacancies/pl1.doc> or a UN Personal History Profile (PHP), quoting the vacancy number, along with a cover letter and send to: icscdropbox@un.org.