



INTERNATIONAL CIVIL SERVICE
COMMISSION

COMMISSION DE LA FONCTION
PUBLIQUE INTERNATIONALE

VACANCY ANNOUNCEMENT

Posting Title: Chief, Salaries and Allowances Division, D-1
Department/Office: International Civil Service Commission (ICSC)
CCOG code:
Location: New York
Posting Period: 23 July 2026 – 22 August 2026
Duration: 30 days
Job Opening number: ICSC/03/2026

Organizational Setting and Reporting

This position is located in the secretariat of the International Civil Service Commission (ICSC). The ICSC is a subsidiary organ of the General Assembly with the mandate to regulate and coordinate conditions of service of staff of the organizations of the United Nations family ("the common system"). Under the general direction of the Executive Secretary of the Commission, the incumbent provides guidance to the staff of ICSC secretariat responsible for the determination of salaries, allowances and related conditions of service in discharging the above responsibilities.

Responsibilities

Acts as the principal resource person in preparing studies on policy questions concerning all aspects of remuneration of the internationally-recruited staff comprising junior officers and middle and senior -level managers ("Professional and higher categories") as well as the clerical, secretarial and support staff ("General Service category"), including budgetary impact of possible changes;

Manages the day-to-day operational work in connection with the establishment of travel per diem rates and other allowances;

Provides general direction on surveys of local market conditions which form the basis for salary scales of staff in the General Service and other locally-recruited categories in particular duty stations;

Maintains on-going liaison on the above matters with the organizations of the common system as well as with other divisions of the secretariat;

Assists the Commission in its deliberations on methodologies for determination and/or comparison of various remuneration elements and their application;

Competencies

Professionalism:

Demonstrated expertise in developing innovative human resource management policies and systems and encouraging successful change management environments. Demonstrated ability to analyze complex and sensitive data and information and report on it. Knowledge of the United Nations common system compensation package. Ability to produce reports and papers on technical issues and to review and edit the work of others. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines 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.

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 HR 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. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Judgement/Decision-making:

Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available

information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

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 and keeping people informed.

Education

Advanced university degree, preferably in personnel administration, business management, economics or equivalent is required. Any specialized training in compensation policy would be an advantage.

Work Experience

A minimum of 15 years of progressively responsible experience at the national level and 10 years at the international level, with a solid background in international compensation matters.

Demonstrated excellent drafting ability is required.

Knowledge of the UN salary system, preferably with practical experience at a responsible level in salary and allowances administration is desirable. Experience in personnel management would be an advantage;

Knowledge of the United States compensation system is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this job opening, English is required. The table below shows the minimum required level for each skill in these languages, according to the UN Language Framework (please consult <https://languages.un.org> for details). Working knowledge of French is desirable.

Required Languages

Language	Reading	Writing	Listening	Speaking
English	UN Level III	UN Level III	UN Level III	UN Level III

Assessment

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

Special Notice

Appointment or assignment against this position is for an initial period of one year and is extendable.

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.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

Staff members appointed to the current position are required to submit a financial disclosure statement upon assignment or appointment and annually thereafter.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

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/p11.doc>, or a UN Personal History Profile (PHP), quoting the vacancy number, along with a cover letter and send to: icsc-dropbox@un.org.