Vacancy announcement: V.N.20-06  
Admin Number: ADMIN/20/28  
Post number: 50003042  
Contract Information: Fixed-term for two years (first year is probationary) with the possibility of further extension subject to satisfactory performance.

Date of issue: 7 August 2020  
Deadline for applications: 4 September 2020  
Salary information: US$ 73,516 net per annum, plus post adjustment (currently US$ 41,095). Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please click here.

Purpose of the Post
Under the direct supervision of the Head, Human Resources Services, the incumbent is responsible for the management, supervision and coordination of matters related to payroll, entitlements, benefits, insurance and information management.

For a detailed job description, please refer to page 2.

Required competencies
(a) Adopt a proactive approach in identifying and working towards improvement in all functional areas and applies sound judgement to problem-solving.
(b) Experience in planning and organizing work effectively. Capacity to receive feedback and progress in a constructive manner.
(c) Ability to work effectively under pressure with a hands-on and solutions-oriented approach.
(d) Take ownership of all responsibilities; delivers outputs within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.
(e) Effective oral and written communication skills, ability to draft effectively, provide guidance and explain positions to a variety of audiences.
(f) Ability to build consensus, collaboration and maintain effective working relationships with internal and external stakeholders, at all levels including in an international, cross-cultural context.

Professional experience
Minimum seven years of seasoned experience in human resources management, with emphasis on payroll, insurance management, pension and administration of entitlements and benefits. Proven record of managing a diverse team and coordinating its varied functions. Experience within the UN common system or other international organizations is a distinct advantage.

Education
Advanced university degree in human resources, administration, finance, administrative law, business management or a closely related field.

Language skills
Advanced level of proficiency in English, both written and oral, is essential. Proficiency in another official language(s) of the United Nations will be desirable.

Other skills
Demonstrated experience in managing grievances, dispute resolution process, both informal and formal is essential and such experience in a UN context is highly advantageous. Proven track record of developing policies, procedural guidelines and their implementation. Experience with data management, statistical analysis and ERP systems is essential and SAP will be considered an asset.

How to apply
Applications must be accompanied by a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by an up-to-date Personal History Form (also available from our website www.imo.org) and should be sent to the following email address: recruitment@imo.org.

Only applications submitted via email will be accepted.

Please state Vacancy Number 20-06 as well as the title of the post in the subject line.

Please do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are short-listed for an interview.

This vacancy is open to all qualified candidates. IMO seeks to increase the number of women particularly at senior levels and, therefore, qualified women are particularly encouraged to apply. IMO will make every effort to facilitate the employment of persons with disabilities.
MAIN DUTIES AND RESPONSIBILITIES

1 Administration of payroll and entitlements

.1 Determine and approve appropriate payment of entitlements in accordance with the IMO Staff Regulations and Staff Rules (SRSR).

.2 Oversee data on SAP-HR Payroll system for accuracy and compliance with the SRSR.

.3 Responsible for the administrative oversight of Health and Wellbeing Services, associated initiatives and coordination of sick leave status.

.4 Oversee liaison with the Foreign and Commonwealth Office on matters related to staff members’ residential and visa status and registration with the Foreign Office.

.5 Coordinate and prepare the responses and represent HRS with audit queries (internal and external) regarding entitlements and benefits.

2 Rules, regulations and the internal justice system

.1 Provide advisory service, interpretation and guidance on HR policies, staff regulations and rules to staff members, Management and the Staff Association. Promotes consistent application in all related matters.

.2 Review, recommend and draft amendments to the SRSR and associated policies and procedural guidelines.

.3 Draft and coordinate documents and briefs for the Council and the Assembly on HR matters and updates staff on relevant matters.

.4 Address and mitigate staff grievances with the purpose of resolving them at the onset. Follow through on any grievance and coordinates the administration of the dispute resolution mechanism including informal resolution and the formal appeals process in line with SRSR on cases related to staff entitlements and benefits. Liaises with the Legal Affairs Office.

3 Salaries, Compensation and Classification

.1 Act as chairperson of the Local Salary Survey Committee and as survey coordinator for the Place-to-Place survey.

.2 Coordinate the process, reviews and provides the classification of vacant posts and reclassification of encumbered posts.

.3 Responsible for information and data analytics, research, and lead the responses to requests for information including surveys and statistical data for external/internal purposes, such as requests from Member States, the United Nations Chief Executives Board (CEB), International Civil Service Commission (ICSC), Joint Inspection Unit (JIU) etc.
4 Insurance and Pension

.1 Administer the UN Joint Staff Pension and medical insurance schemes.

.2 Operate as Secretary for various boards and committees (Staff Pension Committee, Advisory Board on Compensation Claims etc.).

.3 Coordinate and responsible for management of external service providers and vendors associated with entitlements and benefits.

5 ERP and ICTS matters

.1 Responsible for HR Payroll matters on the ERP system (currently SAP), assessing suitability of features of the HR Payroll system, ensuring updates and new functionalities are duly tested and approved.

6 Other HR Functions and Responsibilities

.1 Manage, guide and develop the team and be accountable for service delivery to the highest standards. Coordinate the work of EIM with other functional areas within Human Resources such as recruitment and staff development for seamless delivery of HR services.

.2 Represent the service and/or Organization in relevant fora at the inter-agency level. Identify best practices, benchmarking, knowledge-sharing and learning opportunities, and propose and implement new developments at IMO.

.3 Provide advice and guidance to other UN and international organizations based in the UK on entitlements, benefits and insurance matters.

.4 Plan activities against budget and monitor effective utilization of the resources.

.5 Advise and update the Head, Human Resources Services on all relevant matters under their purview.

.6 Perform other duties and replace other staff as may be required.