

Job Title: Chief, Talent Management

Requisition ID: **4299**

Grade: **P5**

Country: **Austria**

Duty Station: **Vienna**

Category: **Professional and Higher**

Type of Job Posting: **Internal and External**

Employment Type: **Staff-Full-time**

Appointment Type: **Fixed Term - 100 series**

Indicative Minimum Net Annual Salary: **147,628 USD**

Application Deadline: **12-Aug-2024, 11:59 PM (CEST)**

Vacancy Announcement

Female candidates from all Member States are particularly encouraged to apply.

Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Divisions/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Division of Human Resource Management is part of the Directorate of Corporate Services and Operations which is responsible for the management of UNIDO's human, financial and material resources, ensuring the capacity of the Organization to fulfil its mandate. The Directorate oversees a full range of corporate services to meet the needs of the Organization, acts as a custodian for corporate management policies, and promotes a culture of cooperation, service orientation and corporate excellence throughout the Organization.

The Division of Human Resource Management (COR/HRM) is responsible for developing and implementing a human resources strategy which ensures modern, cohesive, people-focused and inclusive approaches are employed in order to maximize the contribution and potential of UNIDO's workforce.

The Division is led by the Director of Human Resource Management and includes two units – the Talent Management Unit and the HR Policy, Employee Relations and Operations Unit.

This position is located in the Talent Management Unit (TMG) which includes the Talent Planning & Acquisition Unit (TPA) and the Talent Development & Performance Management Unit (TDP), each led by a Unit Head.

The Talent Management portfolio includes workforce planning, job design and classification, talent acquisition, onboarding, performance management, learning and development, employee engagement and career development.

At the P5 level, the incumbent is expected to deliver (a) work that is integral to UNIDO's mandate; (b) in creating an enabling environment which is catalytic, gap-building and opportunistic; (c) in building partnerships and networks to strengthen Programmes; and (d) in achieving results within Cross Programme or Inter-Services teams.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

Staff members are subject to the authority of the Director-General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

I. Main Responsibilities

As a key member of the COR/HRM leadership team, the Chief of Talent Management will play a pivotal role in shaping and sustaining a positive work environment for UNIDO's workforce.

They will lead the development and delivery of approaches that help shape a workplace where individuals thrive, and teams excel. This leadership role champions efforts that improve efficiency and effectiveness through business process excellence, including modern approaches to HR analytics.

This role has a strong focus on relationship management, stakeholder and client satisfaction, strategic partnership, change leadership and diversity, equity and inclusion.

More specifically, the role includes the below responsibilities:

Talent Planning and Acquisition

- Coordinate strategic workforce planning in close collaboration with clients and stakeholders, gain insights into future hiring needs and proactively advise on strategies to meet organizational priorities, including achieving gender and geographical balance;
- Lead the development and delivery of employer branding and outreach strategies and initiatives to facilitate a reliable pipeline of highly qualified, diverse candidates from across all geographical regions;
- Ensure ongoing capacity building of the talent acquisition function on modern talent acquisition approaches; promote best practices and modern recruiting methods across the organization.
- Cultivate effective relationships within the organization and the hiring community, enhancing the recruiting process and hiring decisions;
- Partner with Member States and other stakeholders in building extra-budgetary sources of human resources;
- Drive efforts to recruit diverse talent; deliver innovative solutions to attract under-represented diverse candidates;

- Develop metrics, key performance indicators (KPIs) and related reporting to promote effective and efficient service delivery;
- Participate in all stages of recruitment operations as required;

Talent Development & Performance Management:

- Lead learning needs assessment processes, based on organizational needs and fostering individual developmental paths, using skills inventory for forecasting and gap analysis;
- Develop organizational learning strategies, supporting UNIDO's the mission, vision and strategic priorities;
- Oversee the delivery of a suite of modern learning programmes, delivered to the widest extent possible across UNIDO's workforce;
- Develop structured leadership and management development programmes, incorporating gender responsive leadership components;
- Oversee delivery of a lean, developmental focused approach to performance management, supporting managers, teams and individuals in setting and attaining high performance standards and capitalizing on developmental opportunities;
- Develop mobility programmes as a means to support professional development of UNIDO's workforce, promote cross functional collaboration and enhance organizational capability;
- Develop onboarding programmes for various types of hiring modalities and for both HQ and field offices.
- Manage updates to UNIDO's competency model, ensuring values and competencies are aligned with current and future organizational needs;

Other Areas

- Lead on employee engagement, including delivery of modern approaches and tools for gathering employee feedback, manage periodic employee engagement surveys and pulse surveys, build transparent reporting mechanisms and support managers in the creation and implementation of action plans at the Directorate and/or Divisional level which foster positive workplace experiences across UNIDO;
- Work with the organizational stakeholders to improve and maintain HR/employee communication and channels, promoting two-way exchange and feedback which supports co-creation of employee focused programmes and initiatives, including tailored approaches for field based personnel;
- Lead the design and implementation of structured career development approaches, leveraging organizational tool such as performance management, reward and recognition.

Leadership and Management

- Promotes an inclusive and enabling workplace culture across the Talent Management Unit, acts as a role model in relation to UNIDO values and competencies;
- Provides leadership and management on all aspects of people management; Ensures optimal management of allocated financial resources;
- Promote effective internal communication on people management practices across UNIDO's workforce, with tailored approaches to address specific needs of field based personnel;
- Represents COR/HRM, as appropriate, in talent management matters before governance bodies, UN agencies, and external partners.

III. Core Values and Competencies

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

Managerial and Leadership Competencies

WE ARE STRATEGIC, DECISIVE, PRINCIPLED AND INSPIRATIONAL: As managers, we are strategic and fair in driving our team’s performance. As leaders, we are a source of inspiration, stand for norms and standards established in the UN Charter and duty bound to defend these ideals with a principled approach.

WE ARE INCLUSIVE AND ACCOUNTABLE: As managers, we are inclusive in our approach and maintain constructive engagement with all our stakeholders. As leaders, we embrace all personnel and stakeholders and are accountable mutually within UNIDO, within the system, to beneficiaries and the public and beyond.

WE ARE MULTI-DIMENSIONAL AND TRANSFORMATIONAL: As managers, we go beyond conventional methods to help our organizational units strengthen their own agility and adaptability to change. As leaders in the UN system, we have a vision, which is integrated and engaged across the pillars of Peace and Security, Human Rights and Development.

WE ARE COLLABORATIVE AND CO-CREATIVE: As managers, we foster a team spirit and create meaningful opportunities to hear the voices of those around us, while realizing that only by working together can we accomplish our mission. As leaders, we see the inter-dependency of imperatives of the UN Charter and personally champion a collaborative inter-agency, multi-stakeholders and cross-thinking approach.

IV. Minimum Organizational Requirements

Education: An advanced university degree (Master’s or higher) in human resource management, organizational development, psychology, or another related field is required.

Professional certification in areas relevant to the role is desirable. Membership of a professional body for HRM is desired.

Experience: A minimum of ten (10) years of increasingly responsible professional experience in human resource management is required, with a minimum of 6 years working in talent management portfolios of UN or similar international organizations is required. A minimum of 6 years of progressively responsible managerial experience.

Functional Competencies:

- Demonstrated experience in developing and delivering cohesive and comprehensive talent management approaches;
- Proven ability in leading teams to modernize talent acquisition, introducing new approaches and technologies to enhance recruitment processes and outcomes;
- Proven experience in leading the streamlining of recruitment procedures across various workforce categories (staff, temporary staff, non-staff);
- Proven experience in developing and implementing employer branding strategies, including enhancing candidate experience, to attract, engage and recruit high calibre, diverse talent;

- Demonstrated ability to develop and implement effective outreach strategies, including tailored approaches to expand the pipeline of qualified women and nationals of under-represented States, and members of diverse groups;
- Proven experience in leading teams in development and delivery of comprehensive learning and development programs, including leadership and management development;
- Proven experience in developing and delivering employee engagement programmes;
- Excellent written and verbal communication skills with ability to synthesize complex concepts;
- Excellent interpersonal skills with the ability to work collaboratively with stakeholders at all levels;
- Demonstrated awareness of DEI considerations, including gender equality, and an ability to integrate these perspectives into tasks and activities;
- Demonstrated experience facilitating change management processes.

Language Skills: Fluency in written and spoken English required. Fluency in or working knowledge of other languages of the United Nations is desirable.

NOTE: UNIDO professional level applicants are required to have served at least one year in their current position, if applying for a higher-level position. However, the seniority-in-grade requirements for applying for higher level positions, as per paragraphs 18 and 78 of the HRMF, have been waived.

For further information on salaries, refer to the International Civil Service Commission website: <https://icsc.un.org/>

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

All applications must be submitted online through the Online Recruitment System. Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process. Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependents, under the procedures established by the Director General.

Visit the UNIDO careers site for details on how to apply: <https://careers.unido.org/>

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: recruitment@unido.org