



# World Health Organization

Office of the WHO Representative to India

Vacancy Notice No. **WRO/VN/2011/04**

Date: 28 December 2011

Title: National Professional Officer – HR

Deadline for applications: 21 January 2012

Grade: NO-B

Duty Station: New Delhi, India

Contract type: Fixed-Term

Organizational Unit: WR-India

Duration: Two years

## INTRODUCTION:

### Objectives of the Programme:

To provide strategic and operational support to WR India in the effective management of human resource services in WCO-India across all its projects and programmes. This includes delivery of human resource services in the area of recruitment and selection, administration of entitlements, administration of staff and non-staff contracts and providing advice to staff and consultants on HR issues.

**Description of Duties:** Under the direct guidance of WHO Representative to India (WR) and supervision of NPO (Administration), the incumbent will provide support in managing human resources for WCO-India and its collaborative programme/projects. The incumbent will coordinate with PER/SEARO on HR related matters. He/She will provide day to day support to WR through NPO (Administration), in providing dedicated HR operational support for the overall administration and management of human resources as detailed below:

1. Ascertains human resources requirements for temporary – and fixed term staff for WCO-India and contractors across projects in close collaboration with the technical units, and under the broad guidance of WR, ensure timely filling of vacancies under the delegation of authority.
2. Ensures and provides guidance as per WHO guidelines on adequate processes on performance management including PMDS's;
3. Provides substantive guidance to all staff on HR issues and in managing and administering human resources through non-staff contracts; coordinates with SEARO and project offices on complex issues relating to staff/SSA holders, Temporary Advisers, Interns, Volunteers as needed;
4. Assists WR and project managers in implementing WCOs transition strategy from present practice of providing WHO's direct services to the GoI as per CCS objectives with emphasis of NPSP, TB projects.
5. Provides support in dealing with and resolving HR issues, including conflict resolution.
6. Controls personnel records of staff members and contractors; monitors the follow up of correspondence between all WCO project and programmes, and regional office with special attention to NPSP, ensuring that outstanding queries receive timely response after due analysis;
7. Briefs newly arrived staff, TIP/TNP/TGS, consultants and SSA holders on related administrative formalities;
8. Prepares substantive briefing notes and compiles pertinent statistics relating to human resources in the project and country offices;
9. Liases closely with RPO on matters related to the administration of staff and contracts;
10. Assists WR in developing and revising job profiles for all categories of staff and terms of references for contractors;
11. Assist WR in preparation, monitoring, implementation of WCO-India HR Plan and provides managerial advice to ensure its complete and successful implementation.
12. Participates in WCO-India management team meeting in his/her area of responsibility to ensure effective integration of HR aspects in broader administrative/management work of WCO.
13. Represents the HR component in working group and other committee meetings in the area of functional responsibility;

14. Assists WR in coordinating and implementation of SDL plan, including the identification of training and staff development needs, and developing/coordinating training or workshops for country office and field staff;
15. Undertakes missions to field offices to resolve HR issues and guide all WCO projects and programmes as required by the supervisor;
16. Performs any other duties as assigned by the supervisor.

## QUALIFICATIONS REQUIRED:

### Education:

#### Essential:

University degree

#### Desirable:

Training in the field of human resources management

### Competencies:

1. Communicating in a credible and effective way
2. Producing results
3. Moving forward in a changing environment
4. Fostering integration and teamwork
5. Ensuring the effective use of resources

### Functional Skills and Knowledge:

Very good ability in interpreting human resources policies and procedures and their application pertaining to all elements of human resources, analytical and negotiating skills. Demonstrated ability to work harmoniously in a team atmosphere and liaise with the WHO team and national program managers, as necessary. Practical knowledge of human resources and tools.

### Experience:

#### Essential:

At least 2 years of experience in various facets of human resources management. Extensive knowledge of principles and theories of human resources management and knowledge of HR rules, procedures, guidelines of UN system.

#### Desirable:

Experience in Un Agency or large international organization.

### Languages:

Excellent knowledge of written and spoken English and knowledge of Hindi.

### Other Skills (e.g. IT):

Word processing, spread-sheet, Power point and other computer applications. HR information system.

## LATE APPLICATIONS WILL NOT BE ACCEPTED

### Notes:

1. Applicants should submit a brief resume of their qualifications and relevant experience and give their reasons for being suitable for the position. Staff member applicants should submit completed forms WHO 824E (5 copies), and one copy of WHO Personal History Form (PHF).
2. Applicants from the United Nations or Specialized Agencies should apply through the Personnel Officers of their Organization, and should attach completed personal history forms. All other applicants should apply to the National Professional Officer (Administration), Office of the WHO Representative to India, Shri Ram Bhartiya Kala Kendra Building (5th Floor), 1, Copernicus Marg, New Delhi-110001
3. Applicants should mention the Vacancy Notice number on their applications.
4. WHO is committed to workforce diversity.
5. A written test of the short-listed applicants will be held for this post. Candidates are expected to write answers by using computers. The performance in written test will decide applicant's eligibility to appear in the interview.
6. External candidates will be contacted only if under serious consideration.
7. WHO does not recruit smokers or other tobacco users.



WHO has a smoke-free environment