

Job Title: National HR Officer FT NOA Damascus VA092-2017

DEADLINE FOR APPLICATIONS

From 20 July 2017 to 03 Aug 2017

CONTRACT TYPE & DURATION

Type: Fixed Term

Duration: One year

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ) and report to a more senior HR Officer. Job holders are likely to be working under the supervision of a more experienced staff member, receiving guidance and regular feedback on work performed. They support the collation, maintenance, analysis and reporting of information to maximise the effectiveness of HR services.

JOB PURPOSE

To support the delivery of a professional, client-focused HR services, partnering with managers to implement HR solutions in line with WFP corporate priorities.

KEY ACCOUNTABILITIES

1. Support HR operational activities or projects that are aligned to business needs, following standard processes and ensuring alignment with wider WFP policies.
2. Respond to queries from managers and staff, understanding their issues and ensuring policies, procedures, processes, systems and tools are available and correctly applied to support them.
3. Contribute to the effective management of the employment relationship between WFP and its staff, by administering conditions of service, contracts and appropriate entitlements.
4. Support staff capability building, working with managers to understand individual skills and business requirements, and organizing development solutions which equip people with the skills and knowledge required to meet current and future challenges.
5. Support and deliver onboarding activities to ensure new employees have a positive experience of WFP, and are successfully integrated into their new role and the organization.
6. Provide support in building talent within WFP, working with managers to understand their needs and organizing solutions to recruit, retain and develop a high caliber workforce to deliver the business strategy.
7. Support for organizational design activities that enable senior management to define and organize structures and jobs, and allocate people to the right places in order to improve efficiency.
8. Collate data and contribute to preparation of accurate and timely reporting, supporting a WFP wide view of HR activities that enables informed decision-making and consistent information for stakeholders.
9. Conduct straight forward data analysis under close guidance of a senior HR Officer, in order to support others on projects or contribute to process efficiencies and improvements.

STANDARD MINIMUM QUALIFICATIONS

Education:

Advanced university degree in Human Resource Management, or Business Administration, or First University degree with additional years of related work experience or trainings/courses.

Experience:

Minimum One or more years of postgraduate professional experience in Human Resources with an interest in international humanitarian development.

Core skills and knowledge required.

- Knowledge of HR best practices, techniques and processes with some understanding of the basic theoretical background.
- Ability to support more junior and/or less experienced members of the team.
- Basic analytical ability to compile, maintain and analyze data, prepare reports and draw initial conclusions in support of work carried out by another officer; skills in developing sources for data collection.
- Good communication skills required to give and receive information and work with a variety of individuals.
- Applies detailed knowledge of organizational and HR strategic objectives and operating complexities, ensuring ongoing alignment of support and HR programs within own area of responsibility.
- Builds effective relationships to support ongoing understanding of organizational challenges, local workforce context and focus.
- Exhibits a developed understanding of the nuances of varying employee context and needs in applying, and where necessary, adapting existing HR policy and practice to best serve the employee. Takes initiative and identifies suitable resolutions when partnering with employees and local management.
- Demonstrates understanding of the impact of effective HR operations within the broader organizational context. Proactively identifies opportunities for HR operational improvement and creates plans to implement changes.

Language:

Fluency (level C) in English language

TERMS AND CONDITIONS

- Please upload your CV in English
- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying.
- **Female candidates are strongly encouraged to apply.**

How to Apply

WFP candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=60481&company=C0000168410P&username=>

External candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=60481&company=C0000168410P&username=>