

CHIEF OF HUMAN RESOURCES – P5

The Chief of Human Resources will be responsible for the overall management and development of IRENA's Human Resource function. The Chief of Human Resources will be responsible for the strategic direction of IRENA's HR through the subsequent design, implementation and continual improvement of HR policy, processes and procedures in line with IRENA's organisational objectives.

Organizational Setting and Reporting Relationships:

The Chief of Human Resources will be located at IRENA Secretariat Headquarters in Abu Dhabi, United Arab Emirates. However his/her geographical remit will also cover the Innovation Technology Centre in Bonn and the Liaison Office in Vienna. She/he will be reporting directly to the Manager of Support Services. The duration of the contract will be 3 years with the potential to renewal.

Grading:

P5

Responsibilities: Within delegated authority the Chief of Human Resources will be responsible for the following duties:

- To direct and manage all of IRENA's HR Activities including but not limited to: HRM strategy; Manpower Planning; Recruitment and Selection; Training and Development and Personnel Administration.
- To initiate and implement HR policies, processes and procedures in conjunction with IRENA's wider organizational objectives.
- To plan, manage and implement timely and effective recruitment, ensure consistent and efficient administration of staff and their conditions of service.
- To devise and implement an effective Personnel Administration function to ensure all employee records and documents are managed in an efficient and confidential manner.
- To successfully conceive and deliver a training and development policy in line with IRENA's organizational needs.
- To design and implement a fair annual salary review policy, in line with an annual employee evaluation policy.
- To ensure that the HR strategy, policies and procedures are communicated through clear and concise documentation to both employees and member states through internal and external communications.
- To be responsible for the identification, implementation and monitoring HR KPI's agreed with IRENA management team.
- To advise IRENA's Executive Management Team of HR issues and current industry best practice.

- To represent IRENA in both external and internal meetings related to Human Resources.

Work implies frequent interaction with the following:

The Human Resources Department, Manager of Site Support, IDG, IRENA's Executive Management team and Member States.

Results Expected: To successfully implement and manage a suitable HR strategy for the needs of a growing international organisation. To continually monitor and improve IRENA's HR policies, procedures and processes to ensure current HR best practice.

Competencies:

- **Professionalism:** A thorough knowledge of HR policies, procedures, practices, regulations and rules of which specific UN knowledge would be advantageous; the ability to plan, implement and continually monitor the policies, procedures and processes of the HR department in a professional manner; shows pride in work and in achievements and demonstrates a high level of professional competence; possesses a high level of 'organizational awareness'.
- **Communication:** Speaks and writes both 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.
- **Teamwork:** Works collaboratively with both internal colleagues and external counterparts to achieve organizational goals.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
- **Accountability:** To ensure that all responsibilities and commitments are completed to the best of his/her ability in line with both operational objectives and organizational rules and regulations.
- **Creativity:** Ability to creatively consider all aspects of HR strategy to ensure improvements in processes and policies are made to benefit the entire organization; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect.
- **Commitment to Continuous Learning:** Keeps abreast of new developments within the field of Human Resources and actively seeks to develop oneself professionally and personally.
- **Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; 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.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology within the field of Human Resources.

Qualifications:

Education: An advanced level degree from within the field of Human Resources, Public or Business Administration. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree. A recognised professional HR qualification such as CIPD or DESS would prove advantageous.

Experience: A minimum of ten years progressively responsible experience in Human Resource Management, with possible practice of the UN system.

Language: Excellent command of written and spoken English is essential. Fluency in other languages would be advantageous.

Applications

Submission of applications: Qualified candidates may submit their application by sending a complete and comprehensive CV and a letter of interest via e-mail to recruitment@irena.org under the reference **Application for Chief of Human Resources** before 6th March 2010.

Kindly indicate the reference and title of the position when applying.

Applications sent by written mail and/or after the closing date will not be considered.

All applications will be treated with strict confidentiality and respect. IRENA is committed to achieving workforce diversity in terms of gender, nationality, culture. Individuals from minority groups, indigenous and people with a disability are encouraged to apply.

Reference checks will be made after pre-selection and interviews for short listed candidates. For more information on IRENA, visit IRENA web site at www.irena.org