



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 191 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Classification Officer**
Organisational unit **Classification and Compensation Section, Bureau of Human Resources Management**

Duty station Paris, France

Grade P-3

Post number HRM-253

Closing date **28 February 2006**

Main responsibilities Under the supervision of the Chief, Classification and Compensation Section, the incumbent will:

- 1) Provide advice to management at Headquarters and in the Field on matters related to organisational design by:
 - Discussing the impact of organisational and programme changes which lead to modification in the classification of posts;
 - Participating in the analysis of staffing levels in all categories for Management review;
 - Assisting in the preparation of organisational charts and providing, as required, advice on organisational structures and their impact on staffing and training.
- 2) Analyse and evaluate all Professional, General Service and related category posts (approximately 2700) located at Headquarters and in the Field by:
 - Analysing the duties, performing desk audits as required;
 - Evaluating the posts against the appropriate classification standards, providing clarification and writing evaluation reports as required;
 - Analysing proposals for reclassification, providing advice and clarification to Management and staff members on procedures, providing assistance in the preparation of unique Job Descriptions.
- 3) Review and develop classification standards, policies and procedures which take into account UNESCO needs and developments in the UN system, and which result in a streamlined, transparent job classification system and maintain grade relativity.
- 4) Represent UNESCO at meetings and draft correspondence, reports, procedural revisions and other official documents.

- Profile**
- University degree in a relevant discipline such as Human Resources Management, Business or Public Administration.
 - At least 4 – 7 years progressively responsible experience in human resources management and administration, including job classification and organizational design, preferably in the UN system. Demonstrated analytical skills and agility to apply HR concepts and principles. Additional experience in programme-related activities would be an asset.
 - Excellent knowledge of English or French and good knowledge of the other language.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around € 62,500 (€ 58,300 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

How to apply Candidates should use UNESCO's online application system at www.unesco.org/employment. Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number.

Women as well as nationals from non- or under-represented Member States are encouraged to apply

Non- or under-represented Member States as of December 2005 (please check at www.unesco.org/employment for the latest situation): Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belize, Bhutan, Bolivia, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Croatia, Cyprus, Djibouti, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Georgia, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Iceland, Indonesia, Iraq, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Mongolia, Myanmar, Nauru, Niue, Oman, Palau, Paraguay, Portugal, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Slovakia, Slovenia, Solomon Islands, South Africa, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Togo, Tonga, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam