

✚ ASSOCIATE HR OFFICER (LEGAL)

Sector for Administration and Management (ADM), Bureau of Human Resources Management (HRM)

UNESCO Headquarters Paris (France)

Within the Sector for Administration and Management, the Bureau of Human Resources Management plays a primary role for ensuring UNESCO's continuing capacity to deliver on its mandate by providing strategic leadership and advice on the full range of human resources matters, as well as providing vision and strategies for the creation and maintenance of a dynamic workforce.

The Human Resources Strategic Support Section (HRM/STS) is responsible for the development and interpretation of the Organization's HR policy, including Staff Regulations and Staff Rules, the HR Manual and human resources processes and practices, with a view to achieving, to the extent possible, harmonization with UN Common System HR policies and practices.

The **Associate Human Resource Officer (legal)** will provide legal advice and recommend solutions based on applicable regulations, by assisting in reviewing requests, protests, complaints and appeals against administrative decisions. The incumbent will review complaints/protests against administrative decisions, examine any other requests/complaints related to HR legal issues and conduct in-depth research/studies on both legal and factual aspects of the resources.

Education – Advanced university degree (Master's degree or equivalent) in international law or related fields. Specialized training or courses in international administration would be an asset.

Technical knowledge – Knowledge of international administrative law. Knowledge of HR legal environment.