

ICMPD Job Profile

HEAD - HUMAN RESOURCES MANAGEMENT ¹

Functional Overview

Within the Management Directorate, the Head of Human Resources Management (HoHRM) is responsible for the provision of strategic and technical advice and guidance to the organisation's senior-level management and to the organisation as a whole, ensuring a robust HR framework to allow ICMPD to achieve its strategic objectives. Building on solid knowledge and experience in all areas of human resources management, s/he elaborates concepts and develops approaches to meet complex human resource challenges while ensuring that sustainability dimensions are embedded into the organisational regulatory framework. S/he actively leads and develops the HRM Unit to ensure high levels of quality and timeliness are achieved in the delivery of services within the main areas of human resources management, such as workforce planning, recruitment, learning and development, performance management, staff administration, and employee relations. S/he develops and designs policies that promote an efficient and healthy work environment.

Key Results

Technical Leadership, Coordination and Guidance: Effective leadership provided to ensure the further development and oversight of internal policies, guidelines and best practices for the continuous improvement of human resources management within the organisation. Active engagement and coordination undertaken with key internal stakeholders at HQ, Brussels Mission, Regional, and Field Office levels to facilitate effective organisational workforce planning, ensuring the timely placement of human resources to ICMPD entities and their subsequent administration. Effective leadership ensured with regard to the oversight and management of the human resource planning, recruitment and selection procedures, contracts of employment, administration of a broad range of benefits and entitlements, employee relationships, mobility processes, and the further development and delivery of effective data management and supporting HR IT systems. Proactive contributions provided to organisational change management initiatives.

Learning Strategy and Performance Management: Supports the further development and implementation of an organisational learning strategy to support institutional capacity development. Delivery of results ensured and impacted through strategic guidance including technical support, monitoring, evaluation, reporting, and dissemination of results and impacts. The status of the learning/training programmes continuously reviewed and advice provided to the relevant internal stakeholders on required follow-up and/or alternatives for corrective action. Organisational performance management needs further analysed with a comprehensive framework being developed to meet these needs including reward and recognition initiatives. Expert performance management guidance and advice provided to staff and managers with the effectiveness

¹ This project profile is classified at IP5

and impact of performance management and related learning solutions systematically analysed and recommendations made to enhance efficiency, compliance and organisational impact.

Strategic Deployment of HR Metrics and Further Development of HR Systems: Organisational development solutions derived from multiple HR data sources and metrics, expertly analysed and proposals developed and prepared, contributing to the strategic insight and decision-making at senior management level with regard to the effective utilisation of the organisation's human resources. On the basis of a thorough analysis of HR business processes and the identification of supporting IT technology, effective management and oversight of HR systems development to facilitate delivery of effective HR services and processes, in conjunction with the organisation's Finance and Information and Communications Technology functions.

Team Management: HRM Unit members' knowledge base is developed to ensure the Unit and organisation benefit from the right knowledge, experience and skill sets and that team members are committed to the goals of the Unit. The Unit team effectively motivated to ensure high quality of HR services delivered. Evaluation of the performance of team(s) and consultants and service providers regularly undertaken in accordance with ICMPD's performance management system. The respective Unit resources and budget requirements accurately analysed, developed and proposals prepared.

Required Expertise

- Thorough knowledge of human resource management principles and best practices in a diverse and international environment.
- A full understanding of the way an organisation operates to meet its objectives.
- Solid knowledge of employment legislation and regulations in an international context.
- Ability to analyse complex situations, understand the critical aspects, and make timely decisions based on sound judgement.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of human resources management.
- Ability to build and effectively manage interpersonal working relationships at all levels of an organisation.

Qualifications, Experience and Language Skills

- Master's Degree in a related field such as human resources management, business administration, law, organisational psychology, or organisational management.
- Minimum of 10 years of experience as a senior HR manager in an international context, preferably in an international public sector organisation.
- Solid experience in managing and developing HR teams.
- Demonstrated experience in the implementation of initiatives in organisational development, change and business process improvement.
- Adept advocacy and persuasive skills.
- Demonstrable experience with HR information systems, analysis of data and HR metrics.
- Solid drafting, communication and presentation skills.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools.