

Chief of Participation and Entitlements Section, P-5

DEADLINE FOR APPLICATIONS: 09 Feb 2008
DATE OF ISSUANCE: 11 Dec 2007
ORGANIZATIONAL UNIT: United Nations Joint Staff Pension Fund
DUTY STATION: Geneva
VACANCY ANNOUNCEMENT NUMBER: 07-FIN-UNJSPF-416045-R-GENEVA (G)

Any candidate from a member organization of the UNJSPF applying for this post is considered as an internal candidate provided he/she has been appointed through the appointment and promotion procedures applicable in his/her respective organization.

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

[More Info](#)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities

The position is located in the Geneva Office of the United Nations Joint Pension Fund. Under the general supervision of the Chief, UNJSPF Office in Geneva, the incumbent performs the following main duties: 1) Manages the Participation and Entitlements Section by a) Organizing the work in accordance with best management practices, with emphasis on the delivery of quality services in the most efficient and timely way possible; b) Overseeing the work of the staff, setting and communicating clear goals/standards for outputs, encouraging innovation, regularly prioritizing and re-prioritizing as needed, motivating the staff with inspired leadership, monitoring the staff's performance periodically through frequent contact and advice, teaching by example, and explaining consequences of performance, ensuring that all procedures relating to the Section are clearly and concisely documented and amended as necessary; c) Coordinating the process of entitlements with respect to the Fund's Rules and Regulations and provisions related to the PAS system to ensure consistent and uniform application and interpretation of Rules and regulations and pension adjustment system as approved and revised by the General Assembly from time to time; providing authoritative interpretations, guidance and advice to staff, participants and beneficiaries with respect to operational practices and the requirements of handling difficult situations and complex cases, especially with regard to changes of country of residence issues; analyzing the most complex cases and deciding on their disposition within the scope of delegated authority; d) Preparing, organizing and monitoring monthly performance reports on the Section with a view to enhancing productivity, reviewing internal control mechanisms and determining the most efficient way to service the Fund's constituents 2) Performs administrative functions and other special duties as required: a) Liaises with chiefs of other sections of the Fund on work-flow, timetables, new developments, new projects, etc; b) Liaises with Management and other sections on current developments affecting the work of the section; c) Participates in the recruitment and selection of the personnel and in the recommendations for promotion; d) Establishes and provides a training program for Benefits Assistants according to Fund's and industry standards; e) Evaluates work performance and discusses with subordinates; f) Undertakes, at the request of the Chief of the Office, special projects. 3) Monitors all issues concerning "Benefit Calculation Processes" as the designated Process Owner for the entire Fund: a) Identifies root causes of problems and difficulties, plan how improvements should occur and ensure that those improvements are implemented within the established time frame; b) Participates in the analysis and user acceptance tests of PENSYS and the future IPAS (Integrated Pension Administration System) system c) Provides substantive reports to operations managers; issues memoranda, documents, organises meetings, etc. d) Advises and recommends on improvements required or projects foreseen by which productivity can be improved. 4) Represents the Fund's secretariat for determination or clarification of procedures and practices regarding the management of participation and entitlements activities; this assistance is provided to Secretaries of Staff Pension Committees and officials of member organisations/entities; it includes a.o. guidance in completing pension related forms, assistance in the development of interfaces or workshops for pre-retirees or administrative staff upon request of the secretaries or member organisations under the responsibility of the GVA office or eventually, based in Africa, Middle East or Europe but under the responsibility of the Fund's office in NY.

Competencies

PROFESSIONALISM: Demonstrated in-depth knowledge of all aspects of employee benefits administrations (defined benefits especially). **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies. Monitors and adjusts plans and actions as necessary. **COMMUNICATION :** Excellent drafting ability and communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions to staff including senior officials. **TEAMWORK:** Good interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Ability to lead and gain assistance of others in a team endeavour. **LEADERSHIP:** Demonstrated innovative technical leadership including the ability to develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills. good judgment and decision-making skills; ability to ensure an effective work structure to maximize productivity and achieve Unit's/Section's goals; demonstrated gender sensitivity and commitment to the goal of achieving gender balance in staffing.

QUALIFICATIONS

Education

Advanced university degree (Master's or equivalent) in finance, accounting, business or related area. A first level university degree with a combination of academic qualifications and significant experience in related field may be accepted in lieu of the advanced degree.

Work Experience

Over 10 years of experience in the area of employee benefit schemes at the national or international level, including leadership and management experience in supervising staff in a diverse multinational and multicultural environment.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written French and English, with excellent verbal skills and sound drafting ability, is required. Knowledge of another official UN language (for example Arabic) is an asset.

Other Skills

Professional certification in Employee Benefits or Pension Administration is an asset.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

How to apply

All applicants are strongly encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Because applications submitted by United Nations (UN) staff members are considered first, provided the eligibility requirements set out in ST/AI/2002/4 are met and the application is submitted in a timely fashion, staff members should apply within 15-day or 30-day mark.

Online applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please go to "My UN" page and check the status of your application by clicking on "View Application History", and resubmit the application, if necessary.

1. To start the application process, applicants are required to register by opening a "My UN" account. Go to Login, and Register as a User. Fill in the form and choose a User Name and Password.
2. After opening the account, applicants may apply for vacancies using the Personal History Profile (PHP) provided. Once the PHP has been completed for a particular vacancy, it can be saved and used for future applications. The PHP may be updated, when necessary, for future applications.
3. In completing the PHP, please note that all fields marked with an asterisk must be completed.
4. UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the appropriate Human Resources Office (HRO)/Personnel Office (PO) to the email address below, clearly indicating the vacancy announcement number. In case you have no access to the digitizing equipment, please submit hard copies of the two latest PAS reports to the relevant HRO/PO via fax.

E-mail: hrms@unog.ch,

Fax: 41-22-917- 0074

Please see the Frequently Asked Questions, if you encounter problems when applying.