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|  | **Vacancy Notice No. FPA-25-001** |
| |  |  |  |  | | --- | --- | --- | --- | | **Job Title:** | HR Alignment Consultant | **Duty Station:** | Phnom Penh, Cambodia  The consultant will combine in person with remote work with agreed in person period based upon the initial workplan. | | **Contract Type:** | Individual Contract | **Deadline:** | 11 February 2025, COB, 5 pm, local time | | **Duration and working schedule:** Maximum of 50 working days, during February – July 2025 | | | |   UNFPA Cambodia is seeking for a qualified consultant to support the UNFPA Cambodia CO Management with the implementation of the recently approved organizational structuring. This will involve, among other things, the development and execution of a sound implementation plan, taking into account the prevailing priorities and the need to maintain a functional Country Office throughout the entire process. The Consultant will assist with the overall coordination of the realignment plan actions including recruitment to ensure that the best candidates are retained and that recruitment and other processes run smoothly, in strict compliance with UNFPA Human Resource management and procedures.  The consultant to be recruited must meet the following criteria:  **Education:**   * Master’s degree in human resources, Public Administration, or related field * Professional HR certification is an advantage   **Experience:**   * Minimum ten (10) years' experience in HR management, staff realignments and recruitment processes * Having managed high-level positions in Public or Private Administration for at least seven (7) years with HR Management responsibilities * Strong experience with UN system recruitment procedures, with UNFPA experience required * Demonstrated experience in change management / human resource realignment exercises * Track record of managing sensitive HR transitions * Previous experience working with international organizations in Cambodia or Southeast Asia preferred   **How to apply:**  Applications must be supported with a UN Personal History Form (P11) and detailed CV to be sent directly to UNFPA Country Office’s email to [cambodia.office@unfp.org](mailto:cambodia.office@unfp.org) .  The P11 Form and **Terms of Reference** can be obtained by email or via UNFPA Website <http://cambodia.unfpa.org/>.  **Note: interested consultants will require to submit a draft workplan, as per deliverable specified under Annex A.**  UNFPA Work Environment: UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity, and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation, and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce. | |