



Vacancy Notice INT03993

INTERPOL is the world's largest international police organization, with 195 Member Countries. Created in 1923, it facilitates cross-border police co-operation, and supports and assists all organizations, authorities, and services whose mission is to prevent or combat international crime. INTERPOL is now looking for a qualified candidate as a Talent Attraction and Diversity Officer within Human Resources Management Directorate.

INTERPOL embraces diversity and is committed to achieving diversity and inclusion within its workforce. Qualified applicants from under-represented member countries and women are strongly encouraged to apply.

Job Title:	Talent Attraction and Diversity Officer
Reporting To:	Talent Attraction and Diversity Coordinator
Location:	Lyon, France
Duration:	Until 14 May 2025*, Fixed-Term Contract
Grade:	5
Number of post:	1
Level of Security screening:	Basic
Deadline for application:	25 May 2023

*This position is financed by a third-party, external to the Organization with funding provided by the donor. Although there is a commitment from the donor, the appointment may be terminated prior to 14 May 2025 (official end date of project), should the external funding for this position no longer be available. This position also carries, in principle, no expectation of renewal. Any potential subsequent extension will be subject to the terms of the Organization's Staff Manual, to satisfactory performance and to availability of funds.

Tests/interviews in connection to this selection procedure will likely take place approximately two (2) weeks after the deadline for applications. Applicants are kindly requested to plan their availability during this period accordingly, in case they are short-listed.

Selected candidates will be expected to report for duty approximately two to three months after receiving an offer of employment at the latest.

This selection exercise may be used to generate a reserve list of suitable candidates that may be contacted to address Organization's potential staffing needs in the future.

INTERPOL is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of INTERPOL Member Countries, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation and disabilities.

INTERPOL places no restrictions on the eligibility of candidates, without distinction as to race or ethnic origin, religion, opinions, gender, sexual orientation or disabilities. However, the national policy and laws in force in INTERPOL host countries may mean that staff members' spouses or partners, while legally recognized by the Organization, are not given the same recognition when they reside in certain duty stations. When this is the case, the Organization will inform the candidates accordingly to ensure that they are aware of the situation and allow them to make an informed decision. Candidates are also encouraged to familiarize themselves with specific laws and policies that may impact their personal and family situation in the duty station to which they apply.

INTRODUCTION OF POST

The Human Resources (HR) Directorate is part of the Executive Directorate Resource Management (EDRM) and covers all HR functions. Under the direct supervision of the Talent Attraction and Diversity Coordinator, the incumbent supports and manages the execution of the talent attraction and diversity and inclusion strategy of the Organization. The post holder proposes innovative diversity programs to help attract diverse candidates and develops a strategy for the retention of a diverse workforce. The Talent Attraction and Diversity Officer will support the close collaboration, outreach, sourcing and effective communication with INTERPOL Member Countries to increase the participation of unrepresented or underrepresented Member Countries in INTERPOL secondments and boost gender and geographic diversity among all staff.

PRIMARY DUTIES

DUTY 1: Foster the participation of Member Countries for Secondment opportunities

Under the lead of the Coordinator, Talent Attraction and Diversity:

- Engage in developing and implementing a human resources sourcing and outreach action plan to increase the networking and collaboration of INTERPOL with Member Countries in relation to secondment opportunities.
- Engage with Member Countries to ensure the visibility and increase their participation in secondment opportunities.
- Participate in outreach and sourcing activities and relevant events which promote diversity, equality and inclusion.

DUTY 2: Maximize the impact of the Financial Assistance for Secondment Program for increased diversity among seconded officials

- Work on a comprehensive proposal and success measures for the INTERPOL Financial Assistance for Secondment Program, and coordinate its work streams relating to sourcing, talent outreach and allocation of financing and linking the Program to the overall HR recruitment and diversity strategy.
- Support the Coordinator in managing and monitoring the associated budget and results related to the Financial Assistance for Secondment Program.
- Support the Coordinator in identifying partnerships and fundraising opportunities with Member Countries to further develop the financial resources allocated for the Programme. This will include the preparation of proposals to senior management.

DUTY 3: Engage in Sourcing and Talent Attraction

- Coordinate with communications, recruitment, compensation and benefits; Raise awareness on best practices and guidelines.
- Ensure outreach on career webpages.
- Improve sourcing processes and policies.
- Develop outsourcing solutions and follow-up their work.
- Provide active sourcing by ensuring diverse and gender balanced targets.

DUTY 4: Support the implementation of a strategy to increase geographical and gender diversity in the Organization

- Contribute to the implementation of a strategy to increase the gender and geographic diversity among staff, including specific measures and actions to be implemented in the different HR management functions such as recruitment, staff development and contracts. Special attention will be required to increase the representation of underrepresented or unrepresented countries among the staff and to improve gender balance.
- Provide support to the Coordinator in providing the INTERPOL's leadership with the development of innovative and measurable solutions to create a more diverse workforce.
- Support the Coordinator to develop, maintain and foster sourcing strategy and measures to attract a diverse and gender balanced candidate pool.

- Socialize the D&I agenda and help nurturing an internal network of ambassadors to help build awareness, understanding and knowledge of D&I concepts and strategy.

DUTY 5: Support the reporting of Diversity & Inclusion Strategy deliverables

- Support the Coordinator in monitoring progress, analyzing data including the production of regular reporting related to gender mainstreaming, diversity, equity and inclusion to senior management.
- Under the lead of the Coordinator, Talent Attraction and Diversity, assist on communication towards Member Countries in relation to their requests and proposals about secondment opportunities. Special attention will be required for secondment opportunities at senior and executive level.

DUTY 6: Other duties

- Be a strong voice of the Organization Diversity & Inclusion initiatives and a trusted advisor within the Organization.
- Perform any other duties as required by the Supervisor.

REQUIREMENTS

All candidates will be assessed on the under mentioned requirements

Please only include professional experience for which you can provide official proof of employment (i.e. pay-slip indicating your functional title, work certificates, etc.). You could be asked to provide copies of such documents prior to interviews/tests. Any discrepancies found between the information stated in any of your application documents and the evidence of employment provided, will be considered misrepresentation and may lead to your disqualification from this selection procedure. This is especially important for your current and previous functional titles (they need to be exactly the same as the one in your contractual agreement), exact dates of employment, description of responsibilities and achievements, reason(s) for leaving and part-time work.

Training/Education required

- Three to four years education at University in management with specialization in Human Resources Management

Experience required

- Minimum three years of experience working in recruitment, sourcing or HR business partnering in a global environment;
- Previous exposure to international and national public service and law enforcement organizations would be an advantage;
- Proven track-record in leading diversity sourcing and recruitment programs and achievement of diversity hiring measures in international organizations;
- Proven track-record establishing and maintaining relationships, supporting outreach programs and cooperation with external stakeholders and high level officials in the field of recruitment;
- Proven track record in the support of developing of global sourcing, business partnering and recruitment strategies;
- Proven track record in analyzing, formulating and presenting proposals, information, data analysis and presentations to senior management on recruitment;
- HR project management experience would be considered an asset.

Languages

- Professional fluency in English is required, both oral and written;
- Proficiency in a second official language of the Organization (Arabic, Spanish and French) would be an asset.

Specific competencies required

- Diplomacy and tact to manage politically sensitive situations;
- Good external networking capacity to engage and create collaboration with diverse stakeholders;
- Strong communication skills (written and oral), including listening skills;
- Strong interpersonal and organizational skills;
- Strong budget management, monitoring and reporting results;
- Energetic and proactive attitude;
- Strong negotiation and mediating skills;
- Ability to work across all hierarchical levels;
- Personal and professional maturity;
- Ability to work under pressure;
- Initiative and creativity;
- Ability to develop and maintain professional networks;
- Ability to work in a team as well as individually;
- Good analytical skills;
- Traveling to other INTERPOL Duty Stations could be required.

WORKING CONDITIONS

Remuneration for appointment on contract: Salary scales of all duty stations of INTERPOL can be found at <https://www.interpol.int/What-you-can-do/Careers/Vacancies>. The starting point is step 1 and one additional step will be granted for every 3 years of fully relevant experience. The salary scales of INTERPOL's officials are adjusted at least once per year (more under exceptional circumstances) on the basis of the methodology used for the calculation of the Purchase Power Parity (PPP).

- The successful candidate may be offered appointment on a higher step depending upon professional background and experience. For more information regarding conditions of service see Employment conditions for contracted officials available on the Organization's career website (<https://www.interpol.int/What-you-can-do/Careers>).
- The incumbent may occasionally be required to work occasional overtime based upon workload and to go on missions.
- Within the limits of the applicable regulations in the duty station, INTERPOL supports selected candidates' visa applications and/or special residence permits.

In compliance with INTERPOL's Confidentiality regime the successful candidate will have to undergo a security screening according to the clearance level attached to the function.

- INTERPOL has four official languages: English, French, Spanish and Arabic.
- INTERPOL retains the right not to make any appointment to this vacancy, to make an appointment at a lower or upper grade, to make an appointment with a modified job description or for a shorter or longer duration than indicated above.
- INTERPOL would like to inform candidates that their application may be considered for other similar positions.
- INTERPOL operates a non-smoking policy.