

Advertisement  
**Junior Professional Officer**  
**Human Resources Policy Analyst**  
UNFPA 15<sup>th</sup> October 2012



### **I General information**

<b>Title:</b>	Human Resources Policy Analyst
<b>Sector of Assignment:</b>	Human Resources
<b>Country:</b>	United States
<b>Location (City):</b>	New York
<b>Agency:</b>	UNFPA
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend for up to three years upon satisfactory performance.
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with the Dutch nationality**. For criteria see the website of the Dutch Ministry of Foreign Affairs:

<http://www.minbuza.nl/contact/werken-bij/internationale-organisaties/assistent-deskundigen-programma>

### **II Duties, responsibilities and Output Expectations**

#### **General**

Under the guidance of the Human Resources Policy and Planning Specialist, the HR Policy Analyst assists in reviewing and drafting HR policies and in providing HR policy advice to stakeholders at all levels within UNFPA and in the wider UN HR community.

#### **1. Responsibility**

- Responsibilities will include drafting policies and procedures, conducting research, providing advisory services, collaborating at inter-agency fora and leading projects.

For more detailed duties and responsibilities for this post, please visit the following website:

<https://erecruit.partneragencies.org/erecruit.html>

### **III Training component: Learning elements and expectations**

Upon completion of the JPO assignment, the Human Resources Policy Analyst will:

- have an understanding of UNFPA's operations world-wide;
- have acquired comprehensive knowledge of the system of HR related regulations, rules, policies, and procedures at UNFPA in particular and the UN in general;
- be able to research and draft progressive human resources policies and procedures understanding how to ensure these support an organization's strategic requirements and are compatible with its regulatory framework;
- have been part of a process of modernising and building the effectiveness of the human resources function in UNFPA, including a process for enhancing HR knowledge management;
- work effectively in a multi-cultural work environment, and be adept at interacting with colleagues at all levels both within UNFPA, and in the wider inter-agency and UN environment.

## **IV Supervision**

**Title of supervisor:** Overall supervision: Deputy Director, Division for Human Resources,  
Direct supervision: Human Resources Policy and Planning Specialist

### **Content and methodology of supervision**

1. The HR Policy Analyst will be integrated in a highly professional work environment and work independently. The supervisor ensures an optimal introduction and induction and forms an integral part of the continuous professional development of the JPO.
2. At the beginning of the assignment a work plan will be established between the HR Policy Analyst and the supervisor. Based on annual objectives, performance discussions will be held on a systematic basis and performance appraised utilizing UNFPA's performance appraisal and development system (PAD).
3. Job-related guidance will be provided in a timely, constructive and appropriate manner on a continuous basis. All necessary information, rules, policies, equipment and other tools required will be provided.
4. The HR Policy Analyst will have opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities. There will be opportunities for the HR Policy Analyst to express his/her views on work-related matters.

## **V Required Qualifications and Experience**

### **Education:**

An advanced university degree in human resources, law, administration, social sciences or related field.

### **Working experience :**

Preferably 2 to maximal 4 years of relevant working experience in human resources, law, administration or policy development, preferably with exposure in an international or governmental environment..

**Languages :** Fluency in English. Knowledge of other UN languages will be an asset.

### **Key competencies**

- Valuing Diversity
- Working in Teams
- Integrity/ Commitment to the mandate
- Self and conflict management
- Communicating information and ideas

## **VI Background information on Agency/Department/Section**

UNFPA, the United Nations Population Fund promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. For more information, please visit our website:

[www.unfpa.org](http://www.unfpa.org)

## **VII Information on living conditions at Duty Station**

## **VIII How to apply**

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at

<http://www.unfpa.org/employment/vacancy.htm>

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

[Applications should be in latest 15<sup>th</sup> October 24:00 h.](#)

Applicants will receive acknowledgement of receipt of their submission  
Only shortlisted candidates will be contacted.

The successful candidate needs to be able to start the assignment before the end of 2012