

Vacancy announcement

UN JPO Programme

JPO in Human Resources

*United Nations Secretariat,
Department of Field Support,
Office of the Under-Secretary-General,
Senior Leadership Appointments Section*



Closing date
11 March 2018

Vacancy Announcement # 18P013

I General information

Title:	JPO in Human Resources
Sector of Assignment:	Human Resources
Country:	USA
Location (City):	New York
Agency:	United Nations Secretariat, Department of Field Support / Office of the Under-Secretary-General / Senior Leadership Appointments Section (SLAS)
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P2 step 1 in the first year

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates with the Dutch nationality**. Candidates **MUST HAVE THE DUTCH NATIONALITY TO APPLY**.

For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation:
<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

Please read the criteria and FAQ section carefully before applying.

II Duties, responsibilities and Output Expectations

General: The incumbent supports the work of the Senior Leadership Appointments Section within the Department of Field Support.

He/she will be responsible for:

- Providing support to the Section in establishing management tools and mechanisms which allow for effective succession planning for senior positions;
- Taking the lead on the development of a triennial internal publication tracking trends in senior leadership appointments;
- Providing assistance in drafting Terms of References and Job Profiles, as well as other documents related to the planning and management of senior leadership appointments;
- Providing advice on application and interpretation of UN human resources rules and regulations in relation to individual senior leadership appointments;
- Preparing candidate slates and comparative evaluation tables of the background and skills of candidates to senior positions; conduct search/outreach in order to identify suitable candidates for specific posts;
- Overseeing the development and roll out of the new Sales Force database and assisting with its regular maintenance;
- Providing assistance to the Section in the development and implementation of new or improved selection and assessment tools for senior leadership selection;

- Assist the Section in organising and conducting administrative in-briefing sessions for newly appointed Senior Leaders.
- Serving as focal point for the Section's interactions with the Office of Military Affairs and the Police Division;
- Analyzing gender and geographic trends across leadership positions in the field; provide input to various internal reports, studies, evaluations, audits, policies, and high level talking points;
- Monitoring progress towards the achievement of the Organization's gender parity targets and supporting the Section's Gender focal point in specific initiatives to improve the representation of women in senior leadership positions;
- Assisting in the Section's outreach initiatives to expand the pool of potential candidates for senior leadership positions;
- Supporting outreach to individual candidates and maintenance and development of internal/external partnerships;
- Supporting the screening, selection and assessment processes pertaining to specific vacancies for senior leadership positions;
- Supporting policy-development related to screening of candidate for senior leadership positions in the field;
- Providing support to the conduct of interdepartmental senior management meetings, including all document preparation, distribution and follow-up;
- Any other activities or tasks as may be required.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will be able to:

Understand human resources management as it applies to senior positions in UN Peacekeeping Operations;

Understand complex criteria and requirements of UN field operations at the senior level;

Interpret and apply relevant UN staff rules and regulations.

The UN JPO Programme includes the following learning elements:

- Possibility to participate in the orientation programme for Junior Professional Officers in Turin scheduled to take place in September 2018.
- On-arrival briefing for JPOs based in New York.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor:

Deputy Chief of Section

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

After initial training, the JPO will work as an Associate Human Resources Officer assigned to the Senior Leadership Appointments Section (SLAS), under direct supervision of the Deputy Chief of the Section, and overall supervision of the Chief of Section.

V Required Qualifications and Experience

Education:

Advanced University degree (Master's degree or equivalent) preferably in international relations, human resources management, public or business administration or related area such as education or social science.

Working experience (incl. internships and volunteering):

A minimum of 2 years and a maximum of 4 years of experience in human resources management, business administration or process, legal analysis or related area. Experience working at the international level / field experience desirable.

Languages:

Knowledge of English required; knowledge of another official language of the United Nations desirable.

Other skills:

Knowledge of the UN System and Inter-agency experience an asset. Excellent analytical, communication and drafting abilities required. Robust IT skills required and experience in working on data analysis and visualization is required.

UN competencies:

Integrity – Demonstrates the values of the United Nations in daily activities and behaviours; Acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behaviour.

Professionalism – Demonstrates professional competence and mastery of subject matter. Conscientious and efficient in meeting commitments, observing deadlines and achieving results. Remains calm in stressful situations. Able to handle all material and information confidentially and with discretion.

Respect for Diversity – Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

UN core competencies:

Planning and Organising – Highly effective organizational skills and ability to prioritize own work programme and that of more junior staff.

Teamwork – Strong interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with counterparts and client departments.

Communication – Ability to write in a clear, accurate and concise manner and to communicate effectively orally.

VI Background information on Agency/Department/Section

Reporting directly to the Under-Secretary-General, Department of Field Support, the Senior Leadership Appointments Section serves as a centralized resource supporting the identification and selection of senior leadership in the field. The Section provides a proactive and strategic approach to identifying and attracting potential candidates for Heads and deputy Heads of DPKO, DPA or DFS-led Missions in order to enable the Secretary-General to select the most suitably qualified individuals, with due regard to geographical distribution and gender balance.

Over the years, SLAS has initiated and/or supported major changes to succession planning and selection processes of senior leaders in the field, always with special attention to improving the representation of qualified female candidates. It has also significantly improved other phases of the life cycle of leadership such as on-boarding,

induction and leadership strengthening including through the launch in 2014 of a leadership partnering programme.

Key principles and objectives specific to the Section include: handling of highly confidential information with the utmost discretion; frequent interaction with high-level officials and senior leaders; aspiring to improve the quality of senior leadership in the field, increase geographical diversity and contribute to the achievement of gender parity.

VII How to apply

Candidates who would like to apply should do so by e-mail only, indicating the Number of the Vacancy announcement in the subject heading of the e-mail to tcrecruit@un.org

Applications must include a letter of motivation and the [United Nations Personal History Statement](#). This form can be downloaded from <https://www.un.org/development/desa/jpo/jpo-vacancies/>

Please do not attach any other documents to your application.

Applications must be received no later than COB **11 March 2018**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter for further assessment.

Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews.