



VACANCY ANNOUNCEMENT TERMS OF REFERENCE - 19P063

Junior Professional Officer (JPO)

I. General Information

Title:	JPO in Human Resources, Disability Inclusion
Sector of Assignment:	Human Resources Management
Organization/Office:	UN Secretariat Department of Management Strategy, Policy and Compliance (DMSPC) Office of Human Resources (OHR) The Global Strategy and Policy Division (GSPD) Strategic Talent Management Service (STMS) Staffing Diversity and Outreach Section (SDOS)
Duty Station:	New York
Grade:	P1 or P2 (step 1), depending on qualifications
Salary and benefits:	Once appointed, JPOs become fully fledged UN staff members and are as such subject to the UN Staff rules and regulations. They shall receive the same salary, entitlements and benefits as other UN staff at similar grade and level (https://icsc.un.org/Home/DataSalaryScales). In line with the bilateral agreement with the sponsoring donor country, all costs for applicable entitlements and benefits (including, but not only, rental subsidy, dependency benefits and education grant), shall be fully covered by the sponsoring donor country.
Duration:	1 year (with possible extension for another year) [Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor: Programme Management Officer (Gender and Inclusion)

Content and methodology of supervision:

- *Establishment of a Work Plan:* During the first month of the assignment, the supervisor and the JPO will work jointly to prepare and finalize a mutually agreed upon one-year performance work plan with clear goals and

expected results.

- The JPO will receive structured guidance by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- The JPO will be given continuous performance and development feedback, professional counseling and mentoring by the supervisor.
- The JPO will have easy access to the supervisor.
- The Director of the Global Strategy and Policy Division (GSPD) will hold quarterly meetings with the incumbent as well as the Chiefs of the Strategic Talent Management Service (STMS) and Staffing Diversity and Outreach Section (SDOS), and the supervisor to discuss the JPO's performance and development.
- Evaluation: An evaluation will be completed at the end of every year of service. The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

This is a unique opportunity, during a time of unprecedented UN reform, to join a world-class human resources team and:

- Be involved in high-profile initiatives in human resources and contribute to Organization-wide innovation and development;
- Gain valuable professional experience in human resources and particularly in the areas of disability inclusion; and
- Be exposed to partnerships across the UN Secretariat and the UN System.

Under the overall supervision of the Programme Management Officer (Gender and Inclusion), the JPO will be responsible for the following duties:

- Works towards the implementation of the United Nations Disability Inclusion Strategy in the workplace;
- Contributes to the mainstreaming of disability inclusion in the workplans of all UN Secretariat entities;
- Liaises with colleagues in other entities to collect information on disability inclusion issues;
- Actively engages in knowledge sharing efforts across entities; maintains a repertoire of good practices on realizing disability inclusion; supports the development and implementation of new and improved approaches with the Section's team members;
- Supports the work of system-wide and Secretariat task forces and working groups on disability inclusion in the workplace, and related initiatives;
- Assists in the drafting of materials related to disability inclusion in the workplace (correspondence, reports, presentations, background papers, analytical notes and others), based on quantitative research and analysis;
- Conducts substantive research and analysis on disability inclusion in the workplace; recommends new approaches and solutions;
- Identifies trends, patterns and causal relationships in data sets related to disability inclusion in the workplace, makes recommendations and prepares summary reports;
- Undertakes data mining and analysis of disability inclusion indicators;
- Assists in enhancing and maintaining the Staffing Diversity and Outreach Section's database;
- Partners with managers to understand their specific functional needs; plans and implements solutions to meet disability inclusion;
- Builds partnerships and develops and maintains strong relationships with member states, institutions of higher learning, diversity advocacy organizations, professional associations, and other recruiting resources, to ensure that the sourcing produces a strong talent pipeline;
- Provides administrative and substantive support to consultative and other meetings, workshops, conferences, etc.; proposes agenda topics; identifies and proposes participants; prepares, correspondence, background documentation, talking point, presentations, correspondence, reports; handles logistics;

- Engages in learning activities to strengthen competencies in one or more areas related to human resources;
- Contributes to efforts to innovate, modernize and streamline the work of the Staffing Diversity and Outreach Section, including the use of technology;
- Actively participates in strengthening internal and external communications related to the work of the Global Strategy and Policy Division;
- Supports management in monitoring operational performance, with the aim of improving business processes, and reducing response times for clients; recommends solutions to address bottlenecks; and
- Takes on special projects and performs other related duties, as required.

IV. Qualifications and Experience

The Office of Human Resources (OHR) is seeking a passionate young professional who is an innovative doer and thinker interested in making a difference for a better world.

Education: Advanced university degree (master's degree or equivalent) preferably in public or business administration, human resources management, disability studies, human rights, sociology, political science, law or related areas such as social sciences. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience: At least two years of relevant professional experience in human resources management, administration or related field is required. Experience in international organizations/corporations or public administration is desirable. Experience with project management is desirable. Experience in disability inclusion issues is desirable.

Languages: English and French are the working language of the United Nations. For this post, fluency in English is required. Knowledge of another official UN Language is desirable. Knowledge of any sign language or braille is desirable.

Other skills:

- Solid computer skills including proficiency in Microsoft Office (Word, Excel, Power-point), Microsoft Outlook and Internet/Intranet resources are highly desirable. Good knowledge of legal and/or human resources database is desirable.
- The selected candidate will exhibit a keen interest in the work of the United Nations and the achievement of the Sustainable Development Goals, as well as a strong commitment to the ideals of the UN Charter. The candidate will also have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to understand and express tolerance of differing opinions and views.

UN competencies:

Professionalism: Conceptual analytical and evaluation skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for



completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technologies.

V. Learning Elements

The United Nations Secretariat has 38,000 staff members representing one of the largest workforces in the community of international organizations. Working in the Office of Human Resources offers the opportunity to be at the forefront of implementing the Secretary-General's vision and strategy for the Organization, including key high-profile initiatives in human resources.

On completion of the assignment, the JPO will have gained:

- An excellent understanding of the UN Secretariat, its structure and its ongoing human resources management reform;
- Valuable professional experience in human resources;
- In-dept knowledge of the challenges of human resources management in a multicultural environment and in an inter-governmental organization;
- A comprehensive knowledge of the UN staff regulations and rules, and human resources policies and procedures;
- An in-depth understanding of staff selection processes and especially recruitment and outreach strategies;
- Advanced drafting and writing skills in an international context;
- Experience in project management; and
- Extensive exposure to managers and staff members of the UN Secretariat and the UN System.

VI. Background Information

The new Department of Management Strategy, Policy and Compliance (DMSPC) was established effective 1 January 2019 with a clear focus on improving management strategy, policy, and compliance. DMSPC plays a critical role in the realization of the Secretary-General's vision of a more agile, effective, and people-focused United Nations, that supports renewed vitality and innovation and that empowers management, staff and partners to better deliver on organizational mandates. As part of the management paradigm shift, DMSPC provides policy leadership in all management areas through an integrated global management strategy and policy framework and through strengthened monitoring, evaluation and accountability mechanisms.

The Office of Human Resources (OHR) in Department of Management Strategy, Policy and Compliance (DMSPC) provides strategic direction and policy leadership in all human resources matters. It aligns the Organization's human resources capacity with its mission and mandates through the development and refinement of a global human resources strategy and innovative policies based on both organizational and staff needs.

The 2019-2021 global human resources strategy will create an enabling policy environment for people management, catalyse proactive talent acquisition and management and contribute to a transformed organizational culture. It will ensure that the Organization can retain and nurture staff with the skill sets and dynamism required to address the



complex and changing nature of global challenges. Specific goals and strategic actions set out under three interlinked components in the strategy will transform human resources management practices across the Secretariat. Robust learning elements will drive the adoption of the proposed changes across the components.

The JPO post is located in the Office for Human Resources (OHR), which consists of:

- the Office of the Assistant Secretary-General for Human Resources (OHR);
- the Global Strategy and Policy Division (GSPD); and
- the Administrative Law Division (ALD).

The Global Strategy and Policy Division (GSPD) supports the Assistant-Secretary General in representing the Secretary-General in strategic matters. The division ensures that the Organization can attract, develop and retain a talented and diverse global workforce, focusing on the identification, championing, development and promulgation of modern, innovative and enabling policies and standards. Responsible for strategic workforce planning and the further development of a knowledge management system, GSPD represents the Secretary-General in the conduct of the staff-management consultations as envisaged in article VIII of the Staff Regulations and Rules. The division is composed of two services:

- the Strategic Policy Development Service (SPDS); and
- the Strategic Talent Management Service (STMS).

In turn, the Strategic Talent Management Service (STMS) consists of:

- the Strategic Workforce Planning Section (SWPS);
- the Organizational Development Section (ODS); and
- the Staffing, Diversity & Outreach Section (SDOS).

The JPO would be placed in the Staffing, Diversity & Outreach Section and report to the Human Resources Officer (Gender Mainstreaming and Disability Inclusion).

The Staffing, Diversity and Outreach Section in the Strategic Talent Management Service plays a vital role in bringing staff of high caliber into the Organization. It develops strategies and initiatives aimed at building a diverse workforce across the Organization and coordinates Organization-wide efforts to increase geographical and regional diversity across all departments, offices and missions. It supports the Secretary-General's system-wide strategy on gender parity and promotes access to opportunities by persons with disabilities by undertaking targeted outreach campaigns to draw upon the broadest pool of candidates for Secretariat positions.

The Staffing, Diversity and Outreach Section is involved in the following high-profile and priority initiatives:

- Raising awareness of UN Careers opportunities to help increase the number of applications from nationals of unrepresented and underrepresented countries;
- Supporting the Secretary-General's Gender Parity Strategy to achieve 50/50 balance by 2026;
- Supporting the Secretary-General in implementing the United Nations Disability Inclusion Strategy ;
- Promoting diversity and inclusion throughout the UN;
- Engaging and empowering young professionals through support of the UN Young Professionals Programme and UN Internship Programme;
- Increasing interagency cooperation and coordination of activities with other UN agencies, funds and programmes; and
- Launching an Organization-wide campaign branding the UN as an employer of choice.



VII. How to apply

Note: This post is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed **exclusively to candidates of the Republic of Korea.**

For applicants with disability:

- (a) Among applicants with disability, those who can live and work independently will be given precedence during selection process;
- (b) The host entity does not reimburse the costs associated to the presence of an assistant;
- (c) “Reasonable accommodation” including necessary assistive technology will be provided depending on the degree of disability.

A) General requirements for candidates applying to the JPO vacancies funded by the Republic of Korea:

- 1. Korean citizenship
- 2. Fluency in Korean and English language
- 3. Completed advanced university degree (master’s degree or equivalent), as per the vacancy announcement. A bachelor’s degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- 4. Not older than 32 years of age as of 31st December of 2020 (Born after Jan. 1 1988) (The maximum age limit for those who served in the military will be extended accordingly)
- 5. Male applicants shall have completed the Korean military service or be exempted from it.

B) Application process

Applicants should submit their application electronically directly to the Organization. **All documents should be in English.**

Candidates who would like to apply should do so **online** via <https://owa.undesa.it/oasrok/>

Please verify the **closing date** on the website of the **Korean Ministry of Foreign Affairs** <https://UNrecruit.mofa.go.kr>. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

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

Please also make sure you read our guidelines on [how to apply](#) in the Online Application System (OAS).

C) Documents to be submitted for the application (only complete applications will be considered)

- 1. A **motivation letter** and the **United Nations Personal History Statement (PHP/P11)** (submitted through the **Online Application System (OAS)**)
- 2. A scanned copy of applicant’s Resident Register



3. A copy of the (advanced) university degree
4. A certificate of English language proficiency. Applicants should submit a minimum of iBT TOEFL score of 107 or NEW TEPS score of 452 or TEPS score of 800.
5. **Only for male applicants:** A certificate of Korean Military Service. The maximum age limit for those who served in the military will be extended* in accordance with the Support for Discharged Soldiers Act and the military service law.
6. **Only for low-income applicants:** A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation
7. **Only for applicants with disability:** A scanned copy of applicant's Disabled Person Registration Certificate or Disabled Person Welfare Card issued in Korean and its unofficial English translation

For general information on the Korean JPO Program and additional conditions see the following website:
<https://UNrecruit.mofa.go.kr>

- * Age limit for male candidates who have completed military service:
- Less than one year will be extended for one year;
 - one year above and two years under will be extended for two years;
 - two years or more will be extended for three years.

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]

ANNEX

Office of Human Resources Organigram

