

Vacancy announcement

UN JPO Programme

JPO in Human Resources, Talent Management

*United Nations Department of Management Strategy,
Policy and Compliance (DMSPC)
Office of Human Resources (OHR)
Global Strategy and Policy Division (GSPD)
Strategic Talent Management Service (STMS)*



Closing date
6 August 2021
24:00 KST

Vacancy Announcement # 20P300

I General information

Title:	JPO in Human Resources, Talent Management
Sector of Assignment:	Human Resources Management
Country:	USA
Location (City):	New York
Agency:	United Nations Department of Management Strategy, Policy and Compliance (DMSPC) Office of Human Resources (OHR) Global Strategy and Policy Division (GSPD) Strategic Talent Management Service (STMS)
Duration of Assignment:	Initially one year with the possibility to extend for a 2 nd year
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 Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

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

II Duties, Responsibilities and Output Expectations

The JPO will fill an important role in the development and implementation of UN Secretariat's talent management framework. The JPO would be responsible for the following:

- Contributes to the development and implementation of a global strategic talent management framework for the UN Secretariat.
- Designs new branding strategies and participates in the development of new outreach strategy and methodologies targeting young talent.
- Participates in the development and implementation of a new approach to mobility.
- Supports the refinement and implementation of diversity strategy.
- Supports the development of new recruitment and assessment methodologies.
- Contributes to the development of machine and virtual learning strategy
- Designs career path and other career development tools and develops communication plan and tools.
- Participates in mapping of learning and development activities supporting career path.
- Participates in refinement of strategic workforce planning framework.
- Supports the development of new performance management system and designs and implementation of communication strategy and plan.
- Conducts substantive research on innovative HR practices and analysis, both quantitative and qualitative, on talent management and recommends new approaches and solutions.
- Identifies trends, patterns and causal relationships in datasets related to talent management.
- Liaises with colleagues in other UN Secretariat entities and across the UN system to collect information on talent

management issues and sharing of knowledge and best practices.

- Supports the work of UN system-wide and UN Secretariat task forces and working groups on talent management.
- Assists in the drafting of materials related to talent management.
- Partners with managers to understand their specific functional needs; plans and implements solutions.
- Builds partnerships and develops and maintains strong relationships with member states, institutions of higher learning, diversity advocacy organizations, professional associations, and other recruiting resources.
- 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 points, presentations, correspondence, reports; handles logistics.
- Engages in learning activities to strengthen competencies in one or more areas related to human resources and talent management.

III Training component: Learning elements and expectations

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

IV Supervision

Title of Supervisor:

Chief, Strategic Talent Management Service

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 his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor. The JPO will be given continuous performance and development feedback, professional counseling and mentoring by 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 the supervisor to discuss the JPO's performance and development.

Evaluation:

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

V Required Qualifications and Experience

Education:

Advanced university degree (master's degree or equivalent) preferably in management, public or business administration, human resources management or related areas. 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 (incl. internships and volunteering):

At least two years of relevant professional experience in management, human resources management, programme/project management or related field is required. Experience in international organizations/corporations or public administration 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 an asset.

Other skills:

- Solid computer skills including proficiency in Microsoft Office (Word, Excel, Power-point), Microsoft Outlook and Internet/Intranet resources are highly desirable. Strong data analysis and management skills are 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.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

VI Background information on Agency/Department/Section

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 Diversity & Outreach Section (DO).

The JPO will be placed in the Office of Chief, Strategic Talent Management Service (STMS), and report to the Chief of Service

VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2021 (Born on or after Jan. 1 1989) (The maximum age limit for those who served in the military will be extended accordingly*)
- Male applicants shall have completed the Korean military service or be exempted from it.

* 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.

* To be discharged from military service in the year of the application may apply

VIII How to apply

Applicants should submit their application electronically directly to the Organization.

All documents should be in English.

Candidates for this position apply **online** via the Online Application System (OAS)* portal link provided on <https://www.un.org/development/desa/jpo/vacancies/2021/06/jpo-programme-of-the-republic-of-korea/>

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

Applications must be received no later than **6 August 2021 (24:00 KST)**.

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

Only short-listed candidates will be contacted thereafter.

IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register
- A copy of the university degree
- A certificate of English language proficiency. Applicants should submit a minimum of
(1) IBT TOEFL score of 100 (or PBT TOEFL 600 and above) or
(2) NEW TEPS score of 430 or
(3) IELTS 7 or (4) TOEIC 900
(TOEFL 'MyBest Scores' are not accepted)
- 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.
- 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
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[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.]