

United Nations JPO Programme



TERMS OF REFERENCE

JPO (Junior Professional Officer)

18P172

I. General Information

Title: JPO in Human Resources Policy

Sector of Assignment:
Human Resources/Administration

Organization/Office:
Policy and Conditions of Service Section (PCSS)
Human Resources Policy Service (HRPS)
Office of Human Resources Management (OHRM)
United Nations Secretariat

Duty Station:
UN Headquarters, New York
[Non-Family Duty Station: yes / no

Date Required:
As soon as possible

Duration:
1 year (with possible extension for a second year)
[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:
Chief, Human Resources Policy Service / Chief, Policy and Conditions of Service Section

Content and methodology of supervision:

- *Establishment of a work plan:* During the first month of the assignment, the JPO will work jointly with his/her direct supervisor to finalize and agree upon a 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 Management and Development System (e-performance) will serve as a primary platform to evaluate the JPO's performance. Ongoing discussions will take place between the supervisor and supervisee throughout the reporting period. The incumbent will be receiving general verbal and written guidance on a regular basis as well as on the job-training and counseling, coaching, training and mentoring by the supervisor as well as by other HR Policy Officers in the team as necessary. He or she is expected to work independently including undertaking the necessary consultations with officers in other departments/offices of the UN Secretariat as well as Funds and Programmes under the overall supervision of the Chiefs and/or other HR Policy officers in PCSS.

III. Duties, Responsibilities and Output Expectations

Under the direct supervision of the Chief of the Human Resources Policy Service and Chief of the Policy and Conditions of Service Section (PCSS), the JPO will:

- a) Participate in the development of new human resources policies and make recommendations on practices and procedures, in particular in the development/implementation of the Secretary-General's proposals.
- b) Participate in the comprehensive review of existing human resources-related issuances (Secretary-General's bulletins, administrative instructions, information circulars), with a view to streamline, consolidate and abolish or amend outdated issuances;
- c) Conduct background research, including but not limited to academic studies, private and public sector best practices, other UN organizations' strategies, General Assembly and ICSC decisions; and prepare policy opinions, studies, briefs, reports and correspondence;
- d) Provide policy advice on substantive and procedural questions related to administration and management of staff to human resources officers, executive officers, administrative officers and managers;
- e) Assist managers, supervisors and staff with understanding and interpretation of human resources policies;
- f) Review requests for revision of existing forms or preparation of new forms; prepare forms incorporating technical specifications and substantive requirements from submitting offices/departments; and maintain up-to-date catalogues of all forms;
- g) Participate in the review of the recently launched electronic HR Handbook on the new HR Portal by comparing it for instance with the structure of the old HR Handbook, eliciting feedback from HR practitioners on the new HR Handbook and proposing solutions for enhancement to ensure accuracy, relevance and effectiveness within the Organization;
- h) Support the maintenance of relevant guidelines, develop learning materials and contributes in the preparation, review and finalization of internal standard operating procedures (SOPs), workflow processes and other relevant tools working in collaboration with other HR and administrative entities of the UN Secretariat;
- i) Participates as PCSS representative in meeting or working groups within the office for Human Resources Management or with other departments and offices, ICSC HR network, on human resources matters

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in human resources management, public or business administration, law or related area. A first level university degree with a relevant combination of academic qualifications and extensive experience in human resources management, law, public or business administration or related area may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of two years of progressively responsible experience in human resources management, law or related area is required. Experience in human resources areas such as human resources policy development, reform implementation or change management is required. Experience in drafting and editing documents is required. Experience in providing policy interpretation and advice in an international organization is desirable. Experience in drafting policy documents, Staff Rules and Regulations within the UN common system or other intergovernmental organization is desirable. Experience in researching legal and/or human resources databases/resources is desirable.

Languages:

English and French are the working languages of the United Nations. For this post, fluency in spoken and written English is required. Knowledge of French would be desirable.

Other skills:

Proficiency in computer systems including word processing and spreadsheet applications is required (Microsoft Word, PowerPoint, Excel, Access, etc.).

UN competencies:

- Professionalism – Ability to conduct independent research and analysis, identify issues, recommend solutions in the area of human resources management; proven analytical skills; knowledge and understanding of human resources concepts, theories and practices; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Planning and organizing – Ability to establish priorities and to plan, coordinate and monitor own work plan and to cope with a heavy workload often with short deadlines; 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.
- Client orientation – Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients;
- Communication – Proven ability to write in a clear and concise manner and to communicate effectively orally; asks questions to clarify and exhibits interest in having two-way communications; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- Teamwork – Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

V. Learning Elements

After the assignment, the JPO will be able to:

- Have a good understanding of the UN Secretariat and its human resources management initiatives;
- Comprehend the UN Staff Rules and Regulations and related administrative issuances, as well other internal policies and procedures with respect to the full range of human resources activities in the UN Common System;

- Accumulate knowledge and experience in change management, including launching of strategic/introduction/implementation of new policies and practices, especially with regard to the new compensation package and managed mobility;
- Undertake research and prepare recommendations on interpretations of Staff Rules and Regulations, and related administrative issuances with a view of ensuring a consistent application of human resources policies and procedures;
- Draft policy documents such as staff rules, Secretary-General’s bulletins, administrative instructions, information circulars and guidelines
- Build on his or her human resources management experience in an international organization.

VI. Background Information

About the Section:

- The Policy and Conditions of Service Section (PCSS) is integrated by the Chief of Section, Human Resources Officers, Associate Human Resources Officers, Senior Human Resources Assistants and Human Resources Assistants.
- The core functions of the PCSS are:
 - To develop human resources policies according to the Secretary-General’s human resources management strategy in consultation with management and staff representative bodies, as appropriate; prepare amendments to the Staff Regulations for submission to the General Assembly; draft or coordinate revisions to the Staff Rules and administrative issuances setting out rules, policies and procedures; and approve the publication of all administrative issuances, information circulars and official forms;
 - To contribute to the development of a common system human resources policy in the areas of compensation and conditions of service, and in the review and expansion of common services in the human resources area; contribute to the work of inter-agency bodies including the High-level Committee on Management and the Human Resources Network, and represent the United Nations at the International Civil Service Commission; and monitor the implementation of policy instructions and guidelines related to salaries, allowances and other entitlements, providing substantive support to legislative bodies during the consideration of these issuances.

Current projects and organizational developments:

- The JPO will join (and contribute with) PCSS in times in which the Section will have a strategic role in the implementation of the new compensation package approved by the International Civil Service Commission (ICSC); continue supporting the implementation of the new Staff Selection System and Mobility Framework; continue efforts for the consolidation and improvement of the new and modernized HR Handbook in the HR Portal platform; and continue providing policy support during the final deployment of the new Enterprise Resource Planning system (“Umoja”) across the United Nations Secretariat, in addition to the ongoing formulation of diverse HR policies.
- In its resolution 68/265 of December 2015, the General Assembly of the United Nations approved a refined managed mobility framework, as proposed by the Secretary-General, in aims of achieving a dynamic, adaptable and mobile workforce, and allowing the Organization and staff to benefit from opportunities afforded by mobility. In addition to ensuring that the Organization meets its staffing needs to achieve its mandates, some of the objectives of the new managed mobility framework are to promote greater mobility of staff members between UN offices; to mobilize and retain a dynamic, adaptable and global workforce; and provide staff with increased opportunities for career development. PCSS has collaborated in the implementation of the managed mobility framework by providing full support in the preparation and

issuance of administrative issuances such as ST/SGB/2016/2 and ST/AI/2016/1, among others. As the implementation of the new Staff Selection System and Mobility Framework is occurring in a phased manner, it is expected for PCSS and the JPO to have increased involvement in the formulation of new policy and amendments, and in the provision of policy advice and interpretation of such policies.

- In addition, in December 2016, the General Assembly, in its resolution 70/244, approved a new common system compensation package which will include, *inter alia*, a unified salary scale; the introduction of a dependent spouse allowance; changes in periodicity for granting step increments; a revised grant scheme (with a global sliding scale); changes in eligibility requirements for repatriation grant; and a revised package of benefits for staff members who relocated. PCSS will continue performing key activities to support the implementation of the new compensation package, including taking the lead role in the development, analysis, discussion and issuance of necessary policies (or amendments) to implement such package.
- The General Assembly further considered at its 71st session the issue of the implementation of the new compensation package and review the new provisional Staff Rules issued effective 1 July 2016 and the additional amendments to the staff regulations and rules proposed for 1 January 2017.

Ongoing and future activities:

- Further revising and finalizing the new and revised administrative issuances or amendments required for the implementation of the new unified salary structure and other elements in 2017 and the new education grant scheme in 2018;
- Providing support to OHRM and Umoja colleagues in the context of implementation of the new compensation package;
- Providing policy support during the implementation of the new Staff Selection System and Managed Mobility;
- Participating in a holistic review of existing human resources-related issues;
- Reviewing the new e-HR Handbook to meet the needs of HR practitioners, staff members and other users;
- Implementing communications and outreach learning activities to various stakeholders with a view to enhance awareness of existing policies and build capacity for operational implementation and interpretation of human resources policies throughout the global HR community of the UN Secretariat.
- Developing tools that facilitate policy formulation, consultation and review processes established in the UN Secretariat and developing tools to improve the advisory and policy interpretation services provided by the Section, including workflow improvement.