

JOB DESCRIPTION

Junior Professional Officer Programme

GENERAL INFORMATION

Title: JPO for Human Resources Partnerships, HRM/PPL

Sector: Bureau of Human Resources management

Location: Paris Headquarters

SUPERVISION

Direct supervision by: Ms Rossella Salvia, Coordinator, Human Resources Partnerships/Policies, and Legal Section, Bureau of Human Resources Management (HRM/PPL).

The JPO will be ensured effective supervision through knowledge sharing and performance feedback throughout the assignment with easy access to the supervisor. Objectives to achieve will be agreed upon in the framework of the work plan with related goals and activities to be carried out. Ongoing discussions regarding tasks to be performed will take place throughout the reporting period. The JPO will be given continuous professional counseling, guidance, training, and mentoring by the supervisor and the Chief of Section. Upon assumption of duties, the JPO will participate in a briefing on UNESCO.

BACKGROUND INFORMATION

HRM/PPL develops strategies, policies and procedures on Human Resources matters in order to support the Bureau of Human Resources Management and the organization in attracting, recruiting and retaining a diverse, competent, and performance driven workforce. The Human Resources Partnerships Unit plays an essential role in bringing junior staff of high caliber into the Organization.

DUTIES AND RESPONSIBILITIES

Under the authority of the Director/HRM, the guidance of the Chief, Policy, Partnerships and Legal Section and the supervision of the Coordinator, Human Resources Partnerships, the JPO is expected to contribute to ongoing initiatives to be accomplished in the framework of the action plan approved by member States. In particular, the JPO will be responsible for supporting the implementation of the following:

1. Assist in the management and promotion of Partnerships Programmes (JPO's, Traineeships, Special Internships, Young Professional Programme); liaise with Partner Institutions; collect the proposals submitted by sectors, corporate services and Field offices; conduct interviews and assist in the selection of trainees and JPO candidates; liaise with the selected candidates thereafter;
2. Organize briefings and induction for newly appointed Young Professionals, JPOs and trainees;

3. In the framework of the guidelines related to the Trainees/Internships Programme, develop relevant information – including within HRM website - addressing both “internal clients” i.e. UNESCO staff members both at Headquarters and Field Offices and external potential candidates;
4. Assist in establishing and maintaining productive relationships with colleagues by gaining their trust and respect; keeping them informed of progress or setbacks in projects; meeting timeline for delivery of products or services;
5. Assist in drafting new partnerships to be established with external donors such as academic institutions, national services of relevant Ministries of foreign affairs; private sector and ensure follow up thereafter;
6. Assist in collecting and monitoring information and data to include in reporting related to the Partnerships Programmes through the establishment and the maintenance of spreadsheets and relevant files;
7. Assist and support the actions and measures related to geographical distribution, gender balance and equal opportunities of the Secretariat;
8. Participate in meetings within Human Resources Management as appropriate and perform other duties as may be required.

LEARNING ELEMENTS

The JPO will be given access to UNESCO’s online trainings and any other learning activity open to UNESCO’s staff members which would be relevant for the job. After the assignment, the JPO will have:

- Excellent understanding of UNESCO, its structure and its on-going Human Resources Management policies;
- In-depth knowledge of the challenges of Human Resources Management in a multicultural environment of and inter-governmental Organization;
- In-depth understanding of junior talent staff selection processes and relevant strategies thereafter.
- Comprehensive knowledge of the applicable UN System guidelines, policies and procedures, particularly on human resources.

REQUIRED QUALIFICATIONS

Education: Advanced university degree on human resources management or areas such as public or business administration social and human sciences; education, psychology, gender matters.

Work experience: Preferably some relevant professional experience in human resources management or administration. Experience in international organizations/corporations or public administration level is an asset.

Competencies and skills: some working experience in human resources management and/or managing fellowships programmes may be an asset; excellent drafting skills; solid interpersonal and communication skills; familiarity with multicultural teams; ability to use spreadsheets and powerpoint is important.

Languages: Fluency in oral and written English; knowledge of French or another UN language is an asset.