



## UNITED NATIONS DEVELOPMENT PROGRAMME Junior Professional Officer (JPO) JOB DESCRIPTION

Please use this format to request a JPO for your office. The Job Description should be specific and comprehensive and UN/UNDP abbreviations should be spelled out in full.

### I. Position Information

<b>JPO functional title:</b>	<b>HR Analyst</b>	<b>Grade Level:</b> (P2)
<b>Main sector of assignment:</b>	Business and administrative management	<b>Country and Duty Station:</b> USA, New York
<b>Detailed sector of assignment:</b>	<b>Human Resources</b>	<b>Duty Station status:</b> Family (staff member and eligible family members)
<b>Agency:</b>	UNDP	<b>Duration and Type of Assignment:</b> One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement
<b>Department:</b>	Bureau of Management Services/Office of Human Resources	
<b>Reports to:</b>	<b>HR Advisor</b>	
<b>Position Status:</b>	Non-rotational	
<b>Job Family:</b>		

### II. Job Purpose and Organizational Context

#### The UNDP Junior Professional Officer (JPO) Programme:

The UNDP JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP's programs within UNDP's headquarters, regional or country offices.

A highly engaged workforce with world class technical expertise, competencies and skills to ensure high quality Policy/Programme interventions and management solutions is essential for UNDP to deliver in today's complex development landscape. Strong technical skillsets, people management skills and leadership capabilities are key to UNDP's success in delivering on its ambitious development agenda- especially on the Sustainable Development Goals. Achieving this requires continued investment in the technical expertise of staff and enabling and empowering UNDP leaders and managers to support its staff to deliver.

In this context and under the guidance and supervision of the Head of the Strategic Sourcing and Succession team, the incumbent of the position will support a number of functions in the area of senior recruitment. Most notably, the incumbent will have the opportunity to participate in the assessment, selection and deployment of UNDP senior leaders. Responsibilities in section 2 on the candidate pool programme will report to Krish Srinivasan, Human Resources Advisor for strategic sourcing and succession.



## UNITED NATIONS DEVELOPMENT PROGRAMME Junior Professional Officer (JPO) JOB DESCRIPTION

### III. Supervision

**Name of Supervisor:** Lauren Canning-Luckenbach

**Title of Supervisor:** HR Advisor

**Content and methodology of supervision:**

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Performance Management Document (PMD)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

### III. Duties and Responsibilities and Output expectations

- 1) Support Resident Coordinator assessment and selection processes**, including preparation of documentation, statistics, reports, and logistical support to high-level inter-agency meetings (25%).
  - Create, update and maintain data to support senior management decision making around RC candidates.
  - Support streamlining procedures to facilitate inter-agency nominations processes.
  - Serve as focal point for QCPR matters, tracking, follow-up and implementation. Undertake research, prepare briefings and notes.
- 2) Administration in support of Succession Management specifically the Candidate Pool Programme**, including preparation of documentation, statistics, reports, and logistical support to high-level corporate meetings (25%):
  - Rapidly create, update and maintain data as required for changing needs of clients,
  - Systematically review data and information to ensure clarity and consistency, as required
  - Support administration of talent review exercises
  - Support administration and coordination of candidate assessment centres
  - Monitor and track the development plans of those candidates on the succession plan.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
Junior Professional Officer (JPO) JOB DESCRIPTION**

**3) Develop and maintain strategic relations with Member States, UN Agencies, universities, and other external entities as sources of talent (25%).**

- Ensure effective collaboration between OHR New York, the JPOSC and BERA on partnership matters.
- Represent UNDP in outreach activities with a view to positioning UNDP as an employer of choice.
- Prepare Workforce Data for outreach missions and other meeting with Member States.

**4) Support Data Analysis and Statistical Trends as required (25%):**

Provide support and follow up on Trends analysis of Senior Leadership, placement, deployment, nominations, assessments and performance data  
Tracking gender and geographical distribution statistics as a result of recruitment outcomes,  
Research on trends in private sector, and other UN agencies on Recruitment, Selection and Assessments.

<b>IV. Competencies and Selection Criteria</b>	<b>Description of Competency at Level Required</b> (For more comprehensive descriptions please see the competency inventory)
<b>Core</b>	
<b>Innovation</b> <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
<b>Leadership</b> <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
<b>People Management</b> <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
<b>Communication</b> <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
<b>Delivery</b> <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
<b>Technical/Functional</b>	
<b>Building Strategic Partnership</b> <ul style="list-style-type: none"> <li>• <i>Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues.</i></li> <li>• <i>Establishes and nurtures positive communication with partners</i></li> </ul>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
<b>Promoting Organizational Learning and Knowledge Sharing</b> <ul style="list-style-type: none"> <li>• <i>Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things</i></li> <li>• <i>Documents and analyses innovative strategies and new approaches</i></li> <li>• <i>Identifies and communicates opportunities to promote learning and knowledge sharing</i></li> </ul>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise



**UNITED NATIONS DEVELOPMENT PROGRAMME  
Junior Professional Officer (JPO) JOB DESCRIPTION**

<p><b>Job Knowledge/Technical Expertise</b></p> <ul style="list-style-type: none"> <li>• <i>Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position (Human Resources Management)</i></li> <li>• <i>Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks</i></li> <li>• <i>Analyzes the requirements and synthesizes proposals</i></li> <li>• <i>Strives to keep job knowledge up-to-date through self-directed study and other means of learning</i></li> <li>• <i>Demonstrates good knowledge of information technology and applies it in work assignments</i></li> </ul>	<p>Level 4: Apply &amp; Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p><b>Client Orientation</b></p> <ul style="list-style-type: none"> <li>• <i>Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion</i></li> <li>• <i>Organizes and prioritizes work schedule to meet client needs and deadlines</i></li> <li>• <i>Establishes, builds and sustains effective relationships within the work unit and with internal and external clients</i></li> <li>• <i>Actively supports the interests of the client by making choices and setting priorities to meet their needs</i></li> <li>• <i>Anticipates client needs and addresses them promptly</i></li> </ul>	<p>Level 4: apply &amp; Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>

<b>V. Recruitment Qualifications</b>	
<p><b>Education:</b></p>	<ul style="list-style-type: none"> <li>• Master’s Degree or equivalent Advanced Degree in Human Resources, Business Administration or a related field of expertise</li> </ul>
<p><b>Experience:</b></p>	<ul style="list-style-type: none"> <li>• A minimum of two years of paid working experience in a human resources relevant field</li> <li>• Previous experience in Human Resources Management. Experience in Client Services would be useful.</li> <li>• International exposure.</li> </ul>
<p><b>Language Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Working knowledge of English</li> <li>• Knowledge of another UN language would be an asset</li> </ul>
<p><b>Other desirable education, languages and work</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to think creatively, analyse, conceptualise, develop, draft and present innovative ideas and concepts required.</li> </ul>



## UNITED NATIONS DEVELOPMENT PROGRAMME Junior Professional Officer (JPO) JOB DESCRIPTION

experience:

### VI. Training and Learning

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

- Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- Other training and learning opportunities, as presented in the [UNDP JPO Orientation Programme](#)

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: Apart from mandatory trainings, the HR Analyst would be expected to participate in several courses including training for competency based interviewing, and career development, as well as attend at least one professional development activity outside of the UN system in New York, focused on strategic recruitment.

### VII. Background Information

**Living conditions at the Duty Station:** New York is one of the biggest cities in the world. It is truly a cosmopolitan, rich and diverse city. There is a large international community and international schools are available. The living conditions are high according to international standards.

**Approved by:**

**Name of the Head of Office:** Diego Ruiz

**Title of the Head of Office:** Officer-in-Charge, Office of Human Resources

**Date of issuance:** 10 January 2018