

Junior Professional Officer (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: Associate Human Resource Officer (Talent Management and Outreach)

Sector: Bureau of Human Resources Management (HRM), Talent Management and Outreach Section

Location: Paris, France

SUPERVISION

Direct supervision by: Chief, Talent Management and Outreach (or Designated Head of Unit). The supervisor and the JPO will agree upon objectives to achieve. Tasks assigned will be a combination of mid-term assignments as much as, addressing urgent requests, which need immediate action. This will require substantial flexibility and teamwork.

The JPO will gradually be given more responsibility and independence by the supervisor, under the guidance of the Chief of Section. The supervisor will monitor and evaluate the performance of the JPO in terms of quality of client-oriented services, ability to meet deadlines, problem solving, initiatives and teamwork. The supervisor will prepare, in consultation with the JPO, periodic performance reports according to the work plan established and agreed upon the JPO's entry on duty.

DUTIES AND RESPONSIBILITIES

The JPO will fill an important role in UNESCO's talent management function, participating in recruitment, outreach and mobility. The JPO would therefore be located in the Talent Management and Outreach Section of HRM, and will report directly to the Chief of Section or a designated HR Officer, under the overall authority of the Director of the Bureau of Human Resources Management. The JPO would be responsible for the following:

1. Contribute to the recruitment for positions including sourcing candidates, preselecting, interviewing and preparing interview reports;
2. Contribute to the launch of and the implementation of the mobility programmes (geographical and functional);
3. Participate in outreach campaigns and in inter-agency joint talent outreach initiatives;
4. Develop communication plan and tools;
5. Research innovative HR practices and work on a programme of short-term assignments, in support of internal mobility and career development;
6. Undertake any other duty as indicated by the Chief of the Talent Management and Outreach Section.

REQUIRED QUALIFICATIONS

Education: University degree (preferably at Master level) in Human Resources, Business or Public Administration, Law, Social and Human Sciences or equivalent, or a combination of relevant academic qualifications.

Work experience: Preferably two years of professional experience in the field of Human Resources Management or related areas.

Competencies and skills:

1. Excellent interpersonal and communication skills; enjoys working in teams;
2. Flexible in approach to work, well-organized;

3. Skilled in data management;
4. Highly responsive with a client service orientation.

Languages: Excellent knowledge of English (oral and written), knowledge of French an asset.

LEARNING ELEMENTS

As part of his/her work, the JPO will be led to do research and to review policies and practices as applied within other agencies and programmes of the United Nations System. The JPO will become familiar with key Human Resources concepts and processes within an international organization, and will gain a thorough understanding of the UN system and its components, through research and networking.

During the JPO assignment, s/he will learn about: a) the recruitment and mobility process in a United Nations Agency, including the Human Resource information systems b) the contribution of human resources management to the delivery and implementation of the Organization's mandate; c) the fundamentals of the United Nations System civil service, the main bodies, authorities and processes relating to it.

BACKGROUND INFORMATION

This is an interesting opportunity for a JPO to become familiar with a range of key Human Resources concepts and processes in a multicultural, global UN agency and at the same time to enjoy a degree of autonomy in setting up a key career support service. The JPO will contribute to the implementation of the Human Resources Strategy 2023-2027.

For more information: www.unesco.org