

JPO 3

Directorate:	DIRECTORATE OF HUMAN RESOURCES
Job title:	Junior Professional Officer (JPO) in the area of Diversity, Equity and Inclusion
Supervisor:	Director, DRH
Required Educational degree:	Master's degree in gender studies, Human Resources, Human rights law, social sciences, development studies or international relations.
Languages	Fluency in English or French is required with a working knowledge of the other; Good knowledge of the other UN official language would be an asset.
Relevant experience	Minimum 2 years of professional experience in Human Resources with a focus on gender policy development is required.
Organizational Context	With its 192 member countries, the Universal Postal Union (UPU), a specialized agency of the United Nations, is the primary forum for cooperation between postal sector players. It helps to ensure a truly universal network of up-to-date products and services.
Main duties:	<p>Under the direct supervision of Director of Human Resource Directorate, the incumbent will work closely with the HR Gender Focal Point/Program Manager of Administration, Payroll and Social Affairs, the HR Policy Program Manager and the Program Manager in charge of HR Planning.</p> <p>The JPO will be thoroughly briefed upon assumption of duty on the mandate and functions of the position as well as desired goals and activities designed to achieve desired goals. Expectations and activities/outputs will be discussed clearly in advance of the assignments. Interaction with the supervisor will take place on a regular basis, allowing for continuous monitoring of performance against established work plan and regular feedback on the progress of work assigned to the incumbent. The incumbent will be required to attend team meetings and gender related meetings. He/she will be expected to plan and organize the delivery of his/her own work independently but consult with the supervisor on matters related to work objectives and policy. He/she will collaborate with other units of the International Bureau and with partner organizations, as appropriate.</p> <p>Evaluation: The Performance Evaluation System will serve as a primary platform to evaluate of the JPO's performance.</p> <p><u>Specific tasks:</u></p> <ol style="list-style-type: none"> 1- Participate in the formulation of the UPU's Gender Parity Strategy and adapt it to the UN-wide context. Coordinate activities, maintain awareness and monitor developments relating to it as part of the UPU's mandate, including supporting internal communication and awareness raising campaigns on gender parity and geographical representation.

	<p>2- Provide technical advice on promoting gender equality programming, including supporting individual sections in the UPU with the development and implementation of work plans and other tools with adequate attention to gender equality as well as specific gender actions.</p> <p>3- Support the planning and implementation of trainings together with the Recruitment/ HR Development Teams, and provide proactive support and advice to UPU's Gender Focal Points (in DRH and DPRM), including through the Gender Community of practice and UN-Women.</p> <p>4- Provide support to the collection, utilization, reporting and dissemination of gender mainstreaming information to the annual UN-System Wide Action Plan (SWAP) and the Director-General's Office/Cabinet.</p> <p>5- Support in the contribution to the institutional UN System-wide Action Plan on Gender Equality, report on the progress of strategic performance areas falling under the Human Resources Directorate. In addition, the incumbent will be required to the following related to their role as Expert in gender on an as-needed basis.</p> <p>6- Undertake research reviews on specific topics.</p> <p>7- Contribute to the preparation of various written documents, e.g. assisting in the drafting of sections of studies, background papers, policy guidelines, inputs to reports of the Director General, etc.</p> <p>8- Assist in developing and maintaining reference/resource information on specific topics or policy-related issues.</p> <p>9- Respond to various inquiries and information requests internally and externally in relation to gender.</p> <p>10- Performing other duties as required.</p>
Competencies:	<ul style="list-style-type: none"> • Knowledge and experience with gender equality programming is desirable. • Knowledge of gender issues in the context of UN activities, mandates and core policies is desirable. • Proficiency in using Microsoft Office programs, particularly Excel and reporting on statistics. • The JPO should be conversant with using various social media platforms as well. • Ability to work in multicultural environment: • Professionalism; • Respect of diversity and ethics.