



## TERMS OF REFERENCE

### Junior Professional Officer (JPO) Associate Human Resources Officer - P2

#### Organizational Unit:

Governance Services Department (GS)/ Human Resources Section (HRS)

#### Responsibilities:

Under the supervision of the Chief, Human Resources Section, the incumbent will perform the following duties:

##### General

- Provides support to the HR-related aspects of the implementation of WMO's new Enterprise Resource Programme (ERP).
- Provides support to managers and staff on human resources related matters.
- Prepares special reports and participates in special human resources projects.
- Dedicates time to learning and training for himself/herself in various areas of human resources.

##### Recruitment and placement

- Identifies upcoming vacancies in coordination with client offices.
- Prepares vacancy announcements and reviews applications for eligibility.
- Arranges interviews for hiring offices to select candidates.
- Reviews recommendations on the selection of candidates by client offices and prepares interview reports.
- Serves as ex-officio in staff selection bodies.
- Prepares job offers for successful candidates.

##### Administration of entitlements

- Shadows senior colleagues to learn about the interpretation and application of policies, regulations and rules.
- Supports the administration of salary and related benefits, travel, and social security entitlements.
- Assists senior colleagues in sorting and assigning tasks for processing in the HR platform.
- Reviews policies and procedures and recommends changes as required.
- Using available policies and guidance, reviews and recommends level of remuneration for consultants.
- Assists with carte de legitimation and visa processing.

##### Other duties

- Prepares classification analysis of jobs in Professional and General Service and related categories.

- Assists in preparing policy papers, position papers and briefing notes on issues related to examinations and tests.
- Works with colleagues in the Business Innovation Team and IT Section to improve tools and processes for the daily human resources work.
- Researches new HR-related practices and approaches within and outside the UN system, summarizes and shares with colleagues in the GS Department, and proposes possible use cases.

## **Qualification:**

### ***Education***

Master's degree or equivalent in human resources management, business or public administration, social or political sciences, international relations, economics, law, or related area.

### ***Experience***

A minimum of two years of professional experience in human resources and particularly in the areas of talent outreach, learning and performance management, administration, finance, governance management or related field, preferably in the United Nations system. Experience guiding support staff. Thorough knowledge in various areas of human resources, especially talent management, learning, performance management. Thorough knowledge of the UN Staff Regulations and Rules. Experience working with Oracle or an ERP system.

### ***Other requirements***

Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, analyze and formulate opinions. Ability to defend and explain difficult issues with respect to key decisions and positions to staff. Excellent writing skills and demonstrated ability to draft reports and documents and to express ideas clearly, concisely and meaningfully. Excellent knowledge of Microsoft Office 365 applications. Excellent communication, organizational and interpersonal skills. Willingness to place team agenda before personal agenda and to share credit for team accomplishments and accept joint responsibility for team shortcomings. Ability to work in a multicultural environment and to foster diversity and team spirit.

### ***Languages***

Excellent knowledge of English (both oral and written). Knowledge of other official languages of the WMO would be an advantage.

(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

## **Learning Elements:**

On completion of the assignment, the JPO will have:

- Deep understanding of Human Resources Management knowledge and skills.
- Comprehend applicable WMO Staff Regulations and Rules, HR Standing Instructions etc., and a general understanding of UN HR processes and policies.
- Complete WMO mandatory trainings.
- Carry out the main HR processes and understand the challenges of Human Resources Management in a multicultural environment of an internationally specialized UN Organization.

- Demonstrate strong oral and written communication skills, and opportunity to attend UN language training organized by UNOG.
- Develop and maintain relations with various stakeholders and develop networks with considerable insight into the Human Resources management practice within the UN system.