



JOB PROFILE

Functional Title: Junior Professional Officer (JPO)

Grade: L2

Organizational Unit: COR/HRM

Duty Station: Vienna, Austria

Supervisor's Title and Grade: Chief, P5

I. Organizational Context

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Human Resource Management (HRM), in the Directorate of Corporate Services and Operations (COR), is responsible for ensuring that the Organization has at its disposal the human capital required to deliver its mandate and achieve business and strategic goals. To this end, it designs and implements modern human resources management policies and tools, which allow the Organization to attract the best talent. It delivers a broad range of services covering, among others, UNIDO's human capital through a partnership model with the Professional staff acting as business partners for relevant parts of the Organization. It is further responsible for carrying out statutory functions in accordance with the provisions of the staff regulations and rules of the Organization, the regulations of the United Nations Joint Staff Pension Fund (UNJSPF) and policy issuances covering other categories of UNIDO human capital, including management of security-related entitlements for all UNIDO personnel at Headquarters and in the Field. It is also responsible for supporting the work of the Managing Director within the UNIDO Crisis Management Team as well as for coordinating for all personnel the security and safety related actions and responses. Further, Human Resource Services also supports the administration of employees under technical cooperation projects and programmes. The Human Resource Services is comprised of four dedicated Units, namely HR Operations and Planning Unit (COR/HRM/PEO/OPP), Talent Planning and Acquisition Unit (COR/HRM/TMG/TPA), Talent Development and Performance Management Unit (COR/HRM/TMG/TDP) and HR Policy and Employee Relations Unit (COR/HRM/PEO/PER).

The Junior Professional Officer (JPO) assignment will be task driven. He/she will be placed in one of the HRS Units and work under the overall guidance of the respective HR Officer. The work plan will be prepared jointly by the supervisor, and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

Staff members are subject to the authority of the Director General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

II. Main Responsibilities

Specifically, the Junior Professional Officer will be expected to assist with the following areas:

Conceptualization and Analytical work

- Research, analyse and contribute to substantive analytical work related to the formulation, revision or amendment to HR policies and practices.
- Research, analyze and recommend methodologies for talent outreach strategy/activities, analyses and assist with their implementation.
- Contribute to the review of processes and workflows for the purpose of improving the processes in the interest of serving the clients.

Operational and implementation

- Support the day to day ongoing operations of Talent Planning and Acquisition team, including monitoring actions, compliances with policy frameworks and problem solving.
- Contribute to the daily operation of HRM, including recruitment of consultants and project funded personnel.
- Support the day to day ongoing operations of Employee Services, Relations and Policies Division, including monitoring actions, compliances with policy frameworks and problem solving.
- Support in reviewing and editing relevant documents
- Assist in coordinating the delivery of the statutory administrative and operational support services related to employees' contracts, benefits and entitlements ensuring compliance with the staff regulations, staff rules, administrative instructions and decisions of the supervisors.
- Assist in the preparation of letters of appointment, ISA contracts, corresponding personnel actions, etc. paper-based as well as electronic using UNIDO ERP system.
- Contribute to maintaining HR data analysis, statistics/reports
- Keep abreast of developments in various areas of human resources.

Other areas:

- The JPO will be exposed to continuous learning, including through participation in workshops and activities conducted by HRM.
- Work jointly with other HRM colleagues.
- As required, assist the Division in any other related tasks.

III. Core Values and Competencies

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

IV. Minimum Organizational Requirements

Education:

Advanced university degree in human resources, organizational psychology, business administration, social sciences or other equivalent discipline **is required**.

Experience:

A minimum of three (3) years practical experience in a business/public administration, organizational management or human resources **is required**. Experience in drafting and editing reports, **is desirable**. Experience at the proficiency level with MS office is **required**.

Language Skills:

Fluency in written and spoken English **is required**. Fluency and/or working knowledge of another official UN language is **desirable**.

LEARNING ELEMENTS

At the completion of the assignment, the incumbent should be in a position to:

- Become acquainted with the developments in the relevant field of specialization of the Department
- Gain experience in practices of the field of Human Resources Management,
- On the job training: participation in every phase of the working process of the Department.
- Gain experience in working effectively in a diverse and multi-cultural environment.