

## **25. A. General Information**

**JPO functional title:** Human Resources Analyst, Policy

**Main sector of assignment:** Division for Human Resources, Policy and Staff Relations

**Country and Duty Station:** United States, New York

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance.

## **B. Supervision**

**Title of Supervisor:** Advisor, Human Resources Policy and Corporate Staff Relations, P-5

## **C. Information for Donor Consideration**

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?

Please refer to the learning elements below, that will render the JPO more competitive in applying to vacant positions in the UN system.

2. Does the supervisor have experience managing and coaching a young professional, and for how many years?

Yes. The following specific supervision arrangements will apply:

- The HR Policy Analyst works under the daily supervision of the Chief, Human Resources Policy and Corporate Staff Relations, and the overall guidance of the Director, Division for Human Resources (DHR).
- The JPO will be integrated in a highly professional and fast paced work environment and receive mentorship from a supervisor who has more than 20 years of professional experience in the United Nations system, and 20 years of experience specifically in the area of human resources policies and UN common system of compensation and benefits.
- The JPO may receive additional guidance from the HR Specialist, Policy and Complex Case Management.
- The JPO Focal Point at the UNFPA Headquarters provides additional guidance on career development and administrative issues.
- The supervisor ensures an optimal introduction and induction and forms an integral part of the continuous professional development of the JPO.
- Job-related guidance will be provided in a timely, constructive and appropriate manner on a continuous basis. All necessary information, rules, policies, equipment and other tools required will be provided.

3. Is the work unit expected to undergo a realignment or currently in the process of realignment?  
No

4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?  
No

5. How many P-2, P-3, and P-4 posts does the work unit currently have?  
One (1) P-5 post, one (1) P-3 post encumbered by staff member with P4 grade, one (1) P-2 post

## **Duties and Responsibilities**

1. Drafting – Assist in reviewing and drafting new HR policies and procedures, which need to support UNFPA's programmatic and operational requirements, and which must be compatible with the overall policy framework provided by the United Nations Staff Regulations and Rules.

2. Research - Conduct background research on HR issues involving, for example, academic research papers, private and public sector best practices, other UN organizations strategies and practices, General Assembly decisions, and International Civil Service Commission recommendations and reports.
3. Advisory services - Assist in providing effective communication related to HR policy issues, as well as providing interpretation and guidance in the application of UNFPA's HR policy and practices to other areas of DHR, management, regional and country offices HR focal points.
4. Collaboration - Assist in representing UNFPA in inter-agency fora, including inter-agency working groups, and in interacting with colleagues in other UN organizations, notably, the Secretariat of the International Civil Service Commission.
5. Projects – participate in HR projects, prepare and edit documents, briefing notes, presentations and reports on HR policy, inter-agency and related issues.
6. Knowledge management – Assist with the development of SOPs and FAQs to ensure the effective capture, retention, and dissemination of Human Resources policy purpose and rationale.

#### **D. Qualifications and Experience**

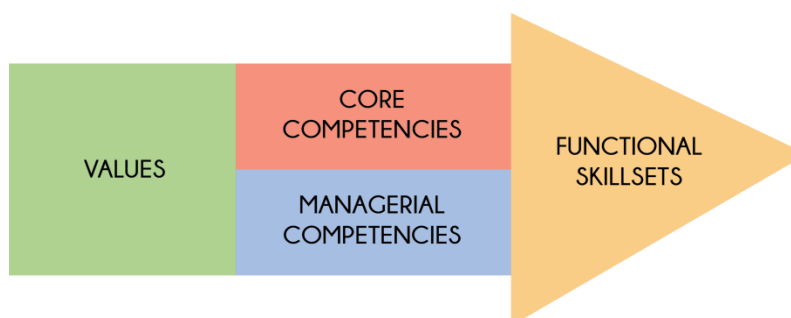
- Postgraduate degree in social sciences or related fields with specialized knowledge in the field of human resources, public policy, public administration, law or related field.
- At least 2 years of experience in human resources, law, administration, or policy development, preferably with exposure to the international or governmental environment. Prior experience in developing countries is an asset.
- Fluency in English. Knowledge of other working languages of the UN (French, Spanish, Arabic, Chinese) is an asset.
- Ability to write clearly and concisely.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

#### **E. Learning Elements**

Upon completion of the assignment, the JPO will have been part of a process of modernizing and building the effectiveness of the human resources function in UNFPA;

- have acquired comprehensive knowledge of the UN Staff Regulations and Rules, human resources policies and procedures at UNFPA;
- have acquired knowledge of the UN common system of benefits and allowances;
- have acquired experience drafting progressive human resources policies and procedures understanding how to ensure these support an organization's strategic requirements and are compatible with its regulatory framework;
- gained experience working effectively in a multicultural work environment, and be adept at interacting with colleagues at all levels both within UNFPA, and in the wider inter-agency and UN environment.

#### **F. Required Competencies**



**Values:** Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing diversity in all its forms, Embracing change.

**Core Competencies:** Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact

**Functional Skill Set:** Aligning human resources management with the organization's strategic direction; Addressing the rights and needs of staff members; Excellent drafting and presentation skills; Strong research skills; Ability to negotiate persuasively on a range of problems and to take and defend decisions that include sensitive, complex and contentious issues.

## **G. Background Information**

### **Information on the receiving office:**

(Provide basic information on the office: number of international/national staff in the whole office and in the unit where the JPO will be working, etc. Give a short background of the programme/projects the JPO will be working on: history, recent and upcoming developments.)

UNFPA launched a new organizational Strategic Plan 2022 to 2025 intended to bring important changes to UNFPA, with a vision of how UNFPA will lead the way forward in addressing equality, equity and non-discrimination, empowerment of women and girls, and the pursuit of the realization of sexual and reproductive health and rights. UNFPA remains firmly committed to achieving three transformative results by 2030 – ending the unmet need for family planning, ending preventable maternal deaths and ending gender-based violence and harmful practices. The Human Resources 2030 People Strategy is a cornerstone of UNFPA's change agenda. The HR People Strategy outlines a roadmap of actions UNFPA will take to support its people to successfully deliver on the commitments made in the Strategic Plan. The 2030 People Strategy is aligned with and contributes to organizational effectiveness and efficiency.

In order to realize the vision detailed in the Human Resources 2030 People Strategy, DHR must play the critical role of 'enabler' supporting the cultural and behavioral changes needed. Implementing the various reforms outlined in the People Strategy requires a profound transformation of DHR's role within the organization. A cornerstone of this transformation will be a comprehensive review of UNFPA's human resources policy landscape.

Human resources policy falls within the Directorate of DHR, and is supporting strategic changes by further developing an appropriate human resources policy framework and providing policy-related advice. In carrying out this function, the Policy and Staff Relations team works in close collaboration with colleagues in other UN organizations to facilitate the harmonization of human resources policies within the UN common system, as part of ongoing UN reform. In particular the United Nations International Civil Service Commission is continuously reviewing the staff compensation package to ensure that the United Nations remains competitive and fit for purpose helping organizations fulfill their mandates.

More information on UNFPA's activities worldwide can be found on the organization's website ([www.unfpa.org](http://www.unfpa.org)).

## **Family Duty Station**

### **Living conditions at the Duty Station:**

New York is a headquarters duty station and provides a comfortable living environment.

- **Housing:** Housing options and price vary by location within and outside the borough of Manhattan. Duty station specific post adjustment applies which assists in equalizing purchasing power and takes into account living costs within the New York metropolitan area.
- **Climate:** Generally, spring in New York City brings light winds and rain, with the season's temperatures ranging from cool to very warm. Summer is characterized by bright, sunny, hot days

and later sunsets, sometimes accompanied by cool breezes in areas near the water. The fall season is chilly and crisp. The winter months are cold and snowy with less daylight, though the sky is often sunny and clear.

- **Access to medical care:** New York City hospitals include prestigious general hospitals and highly specialized institutions for cancer treatments and special surgery. There are also a variety of walk-in medical clinics throughout the city that provide pediatric emergency care, on-site x-rays and on-site lab testing.