

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: JPO for Learning and Development Unit (HRM/LDU)

Sector: Bureau of Human Resources Management

Location: Paris Headquarters

SUPERVISION

Direct supervision by: Ms. Adina Forsstrom, Head, Learning and Development Unit

The JPO will be ensured effective supervision through knowledge sharing and performance feedback throughout the assignment with easy access to the supervisor. Objectives to achieve will be agreed upon in the framework of the work plan with related goals and activities to be carried out. Ongoing discussions regarding tasks to be performed will take place throughout the reporting period. The JPO will be given continuous professional counseling, guidance, training, and mentoring by the supervisor and other senior HR Officers.

BACKGROUND INFORMATION

The Learning and Development Unit, located in the Talent Development and Performance Management Section, plays a key role in the delivery of UNESCO's human resources strategic objectives, in particular the promotion of an inclusive organizational culture through innovative learning, talent development and capacity-building programmes & initiatives across all levels of the Organization.

DUTIES AND RESPONSIBILITIES

Under the authority of the Director/HRM and the supervision of the Head, Learning and Development Unit, the JPO will contribute to:

1. Learning and Capability Development

- Design, deliver, coordinate, and evaluate learning and capability development initiatives aligned with organizational priorities and individual career growth.
- Support the development of technical and substantive skills, for example those outlined for the [UN 2.0](#) quintet of change, as well as artificial intelligence applications in the workplace, leadership and people management, change management, emotional intelligence, and competency framework-related skills.
- Leverage blended learning, social learning, and in-the-flow-of-work solutions to enhance accessibility and impact.

2. Career Development Pathways

- Support the implementation of a career development framework that aligns with organizational goals and employee growth aspirations.

- Assist in designing and delivering career development strategies, including career pathways, mentoring programmes, and individual career planning tools.
- Provide guidance and resources to employees and managers to support career progression and mobility opportunities.

3. Learning Communication and Engagement

- Support the development and implementation of communication strategies for learning and development initiatives to enhance employee engagement and participation.
- Utilize digital communication channels to promote learning opportunities and foster a culture of continuous learning.
- Conduct benchmarking of learning and development, as well as career management policies and practices, within the UN System and other international organizations.

4. Data Analysis and Reporting

- Generate and analyze data related to learning, development, and HR partnerships.
- Identify trends, assess impact, and provide data-driven recommendations for continuous improvement.
- Contribute to policy and reporting updates by providing insights based on learning analytics and organizational needs.

LEARNING ELEMENTS

The JPO will be given access to UNESCO's learning & development opportunities, including any learning activity open to UNESCO staff which would be relevant for the job. After the assignment, the JPO will have gained:

- Hands-on experience in designing and implementing learning and development strategies within an international, multicultural setting.
- First-hand involvement in career development frameworks and strategies, gaining insight into employee growth pathways within the UN System.
- Exposure to UN-wide benchmarking and policy development, enhancing understanding of global HR trends and best practices.
- Collaboration with subject matter experts, UN entities, and external partners, expanding professional connections in the field of talent development.
- Experience in analyzing learning and development trends and using data-driven insights to inform decision-making.
- Development of skills in promoting learning initiatives and engaging diverse audiences through digital and traditional communication channels.

REQUIRED QUALIFICATIONS

Education: Advanced university degree on human resources management or areas such as public or business administration; social and human sciences; education, psychology, gender matters, or similar.

Work experience and Qualifications:

Required Qualifications

- Minimum of two years of relevant professional experience in human resources, learning and development, talent management, or capacity-building initiatives.
- Strong analytical skills, including experience in data analysis and reporting.
- Excellent communication and presentation skills, with the ability to engage diverse stakeholders.
- Fluency in English (both written and spoken); knowledge of another UN language is an asset.

Desired Qualifications

- Experience in designing, implementing, and evaluating learning programmes and initiatives.
- Experience working in an international organization.
- Knowledge of competency frameworks, career development strategies, and adult learning principles.
- Familiarity with digital learning tools and emerging trends in workplace learning.
- Demonstrated ability to work collaboratively in a multicultural environment.
- Proficiency in using data visualization and reporting tools to support decision-making.