



Junior Professional Officer Programme (JPO) Chiffre Nr. 2025-2-42

General Information

Title: JPO Associate Planning Officer

Organization: World Intellectual Property Organization (WIPO)

Sector/ Department: Administration, Finance and Management Sector/ Program Performance and Budget Division/ Sector of the Director General/ Human Resources Management Department

Country and Duty Station: Geneva, Switzerland

Duration and Type of Assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO programme three years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree)

1. Organizational context

a. Organizational Setting

As part of the planning for the 2026/27 biennium, there is a need to increase the linkage between the overall planning and the related workforce planning strategy. WIPO's Program Performance and Budget Division is responsible for preparing and facilitating the Organization's program of work and budget and ensuring alignment with its Medium-Term Strategic Plan (MTSP). The HR Talent Partners Unit focuses on strategic workforce planning, talent management, and ensuring that human resources policies support the Organization's goals.

b. Purpose Statement

The purpose of this position is to contribute to the effective preparation and execution of WIPO's Program of Work and Budget for the 2026/27 biennium including supporting the Organization's workforce planning strategy. The incumbent will support reinforcing the link between program and financial management and human resources, ensuring that resource planning and allocation are optimized to meet organizational objectives. This role will involve designing tools for workforce planning, monitoring, and reporting, and providing critical data

to support HR decision-making processes, thereby enhancing WIPO's capacity to achieve its strategic goals.

c. Reporting Lines

The incumbent shall work under the supervision of the Director of the Program Performance and Budget Division and the Senior Manager, HR Talent Partners Unit, with exposure to both areas, sequenced based on business needs.

2. Duties and responsibilities

The Junior Professional Officer will be required to perform the following principal duties:

1. Support the preparation of the Program of Work and Budget 2026/27 in alignment with WIPO's Medium-Term Strategic Plan (MTSP).
2. Support the implementation of the Organization's workforce planning strategy: Contribute to the design of relevant tools, perform efficient monitoring, and reporting, and provide data to support informed forecasting and HR decision-making processes.
3. Develop and maintain resource planning models and databases: Utilize WIPO's planning and budgeting system, advanced Excel and other relevant software to create, update, and manage resource planning models that aid in forecasting and decision-making.
4. Conduct regular data analysis and generate reports: Monitor financial and HR metrics, prepare detailed reports, and present findings to senior management to inform strategic planning and resource allocation.
5. Assist in the implementation of results-based management approaches: Support the integration of results-based management practices into workforce planning activities, ensuring that resources are allocated efficiently and effectively to achieve desired outcomes.
6. Liaise with relevant stakeholders, maintaining effective partnerships and working relations with various departments within WIPO, to ensure seamless implementation of programs and initiatives.
7. Perform other duties as required.

3. Requirements

Education:

Master's degree in economics, financial management, human resources, or related discipline.

Work Experience:

At least three years of relevant professional experience in financial management and/or human resources.

Desirable:

Exposure to both financial management and human resources, including financial and workforce planning.

Languages:

Essential

Excellent (written and spoken) knowledge of English.

Desirable

Working knowledge of French or of other UN official languages.

Knowledge, skills, and competencies:**Essential**

- Experience with resource planning.
- Excellent research and drafting skills.
- Excellent project monitoring skills.
- Excellent analytical and communication skills.
- Excellent interpersonal skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.
- Proficient user of Microsoft Office applications, in particular Excel, Zoom, and ability to adapt quickly to new systems and software.

Desirable

Knowledge of and experience with implementing results-based management approaches.

4. Learning elements and training components

During this JPO assignment, the JPO will work in an international Organization in a multicultural environment during which s/he will have the opportunity to develop their planning, implementation and monitoring skills as well as the ability to work effectively in a multicultural environment, with sensitivity and respect for diversity.

The JPO will also be eligible to enroll for various applicable learning and development opportunities with the agreement of the supervisors.

5. Organizational Competencies

1. Communication effectively.
2. Showing team spirit.
3. Demonstrating integrity.
4. Valuing diversity.
5. Producing results.
6. Showing service orientation.
7. Seeing the big picture.
8. Seeking change and innovation.
9. Developing yourself and others.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2025-2-42 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de