

United Nations – UN-System Chief Executives Board for Coordination (CEB)

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

Title:	JPO in Human Resources Management (HR Evaluation, Operational and Financial Analytics)
Sector of Assignment:	Management, Administration, Inter-Agency Coordination
Organization/Office:	UN System Chief Executives Board for Coordination (CEB), Geneva Office
Country and Duty Station:	Geneva, Switzerland
Duration 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 two 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).	

II. Supervision

Title of Supervisor:
Senior Inter-Agency Advisor on Human Resources Management

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Bi-weekly meetings with supervisor, performance appraisal, ongoing feedback / coaching where appropriate

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

Under the overall direction and supervision of the Senior Inter-Agency Advisor on Human Resources Management, the Junior Professional Officer will support the work of the HLCM Networks and initiatives, with a particular focus on the HR Network, the Finance & Budget Network and the Digital Technology Network through the duties and responsibilities listed below:

- Prepare decision support documents including analysis of available data and information for the HLCM HR Network and – where applicable other HLCM Networks and initiatives with a view to enhance evidence-based policy impact analysis and work planning.
- Support inter-agency collaboration initiatives on HR policy evaluation, good practice sharing, cooperation and reporting.
- Analyze current efforts and projects in CEB Member organizations for priority areas. These will be agreed together with the JPO, depending on his / her expertise and educational background, and could – for instance - include one or several of the following: (1) workforce planning and HR analytics; (2) use of digitization, AI and blockchain tools in management / administration, (3) Talent outreach, recruitment and assessment, (4) Administrative efficiency in HR service delivery, including process benchmarking and use of service centers, or (5) Review of HR policies and instruments to enhance organizational flexibility, risk management and partnership support. Identify best practices in external organizations in these areas. Contribute to the enhancement of inter-organizational data and information analysis and reporting to Member States and Governing Bodies in CEB member organisations.
- Assisting, through information collection and analysis, in carrying out studies and research on issues of system-wide importance in the area of Human Resources Management and – where applicable – other management functions (Finance & Budget, Procurement, Information & Communication Technology);
- Contribute to initiatives to enhance knowledge management and experience exchange among Senior Managers and technical experts in Human Resources Management and – where applicable – other management functions of UN System and other International Organizations.
- Undertaking other duties as may be required.

IV. Qualifications and Experience

Education:

Master's degree in Business or Public Administration, Finance, Information Management, Psychology or other relevant disciplines (i.e. human resources, management, public sector management or other related field)

Work experience:

A minimum of 2 years of relevant professional experience (in at least one of the priority subjects mentioned above) is required.

Languages:

Fluency in oral and in particular written English essential (report drafting in English being a key element of the position); knowledge of French or another official UN language a strong advantage

Other skills: First experience in project management, monitoring & evaluation, audit or a consultancy role desirable. Good knowledge of MS Office Software (Word, Excel, Powerpoint, Access) required.

UN competencies:

Professionalism: Knowledge and understanding of the functioning of organizations of the UN system and CEB and its high-level committees; good research, analytical, consulting and problem-solving skills, including ability to identify and approach issues in a holistic and integrated manner; familiarity with and experience in the use of various research methodologies and sources, including on the Internet, intranet and databases; ability to apply good judgment in the context of assignments given, ability to plan own work and manage conflicting priorities.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in the field of inter-agency cooperation and programme and management coordination.

Communications: Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, studies, presentations and other communications and to articulate ideas in a clear, concise style.

Technology Awareness: Fully proficient computer skills and use of relevant software and other applications, e.g., word processing, graphics and presentation software (MS Office), spreadsheets and other statistical applications (MS Excel and Access, preferably user experience with SQL databases), and electronic applications for research, knowledge management, communication etc.

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships across organizational boundaries and in a multi-cultural, multi-institutional environment with sensitivity to diverging stakeholder interests and respect for diversity, including gender balance.

V. Learning Elements

On completion of the assignment, the JPO will have

- Developed a good overview and of interagency mechanisms and a deep understanding of the individual mandates, priorities and challenges of UN system organizations
- Gained substantive knowledge of managerial, administrative and operational issues, policies and procedures relevant to all or certain members of the UN system in a cross-functional manner, with the ability to draft policy and project proposals
- Been exposed to coordination, decision-making and experience exchange at Senior and Executive level across UN System organizations
- Gained insight into communication with a variety of stakeholders including Member States and Governing bodies, with the ability to draft documents for submission of Governing bodies
- Developed presentation skills and gradually enhance exposure to senior managers (in particular HR / Finance Directors) of UN System organizations and building a professional network across the UN system

VI. Background Information

The UN System Chief Executives Board for Coordination (CEB) is the highest inter-agency body for coordination in the UN system on social, economic and related matters.

CEB is chaired by the UN Secretary-General and is composed of the executive heads of around 30 organizations of the UN system. It aims to advance cooperation and coherence among UN system organizations (specialised agencies, funds and programmes, and other related organisations) in programme, management and operational areas through a coordinated approach on issues of system-wide concern. The CEB meets twice a year.

Substantive inter-agency work is carried out by the CEB's three pillars: the High Level Committee for Programmes (HLCP), the High Level Committee for Management (HLCM) and the United Nations Development Group (UNDG). These bodies meet twice a year prior to CEB meetings, in order to ensure that their work feeds into CEB discussions. These pillars provide direction and guidance to substantive networks, working groups and task forces in each area under their responsibility.

The Director of the CEB Secretariat in Geneva serves as Secretary of HLCM. HLCM identifies and analyzes administrative management reforms with the aim of improving efficiency and simplifying business practices. The Committee is comprised of senior administrative managers from the member organizations of the United Nations system who meet twice a year. It is supported by networks in Finance and Budget, Human Resources, Procurement, ICT, and Security Management, as well as the Task Force on Accounting Standards. In addition, HLCM guides a variety of specific inter-agency projects.

In this context, the HLCM – Human Resources Network brings together those responsible for the Human Resources management of the organizations of the United Nations system. The HR Network has two major roles: a) to provide strategic advice to the Chiefs Executives of the system on human resources management developments, ensuring best practices across the

system and b) to prepare, on behalf of the CEB, input and exchange with the International Civil Service Commission (ICSC), which is responsible for the regulation and coordination of the conditions of service of the United Nations common system.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)**

Alle Informationen finden Sie unter www.bfio.de