

# Vacancy announcement

UN JPO Programme

JPO in Human Resources



*United Nations*

*Department of Management Strategy Policy and Compliance (DMSPC)/ Office of Human Resources/ Global Strategy and Policy Division/ Strategic Workforce Planning Section of the Strategic Talent Management Service*

**Closing date**  
**9 August 2024**  
**11:59pm KST**

## Vacancy Announcement # 24P128

### I General information

<b>Title:</b>	JPO in Human Resources
<b>Sector of Assignment:</b>	Human Resources
<b>Country:</b>	USA
<b>Location (City):</b>	New York
<b>Agency:</b>	United Nations Department of Management Strategy Policy and Compliance (DMSPC)/ Office of Human Resources/ Global Strategy and Policy Division/ Strategic Workforce Planning Section of the Strategic Talent Management Service
<b>Duration of Assignment:</b>	The initial appointment is for 1 year, renewable based on performance and availability of funds.
<b>Grade:</b>	P2 step 1 in the first year

**Note:** This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

For general information on the Korean JPO Program and additional conditions see the following website:

<https://UNrecruit.mofa.go.kr>

### II Duties, Responsibilities and Output Expectations

This is a unique opportunity to gain insights to strategic and workforce planning within the global United Nations Secretariat and provides for exposure across the strategic talent management spectrum. The JPO will be involved in range of activities aimed at transforming the workforce of the United Nations, including by contributing to a range of the strategic workforce planning scenario planning, data collection, analysis, discussions, presentations, visualizations, communications and reporting that will be in the form of projects, activities and documents that are planned, implemented and submitted by the Strategic Workforce Planning Section of the Office of Human Resources. This will include:

- Contributes to the strategic workforce planning of the United Nations Secretariat across different functions, including implementation and evaluation of assigned programmes/projects, etc.
- Contributes to the preparation of various written outputs to ensure a cohesive approach to strategic workforce planning throughout the Organization; prepares, updates and maintains related documentation.
- Prepares organization-wide, or entity-specific information relevant for strategic workforce planning.
- Contributes to developing and implementing innovative solutions for future of workforce across the pillars of the organization such as sustainable development, humanitarian affairs, peace and security, human rights and operations and support.
- Contributes to the strategic workforce planning activities to support planning and budget process and to facilitate action plans for talent acquisition, outreach and development to meet strategic workforce planning organizational goals.
- Contribute to the job analysis project to support strategic talent management.

- Carries out research on current workforce matters throughout Organization, as well as, on external factors impacting future workforce, and provides input to strategic workforce planning through collecting, analyzing and presenting information gathered from diverse sources.
- Supports the work of the Section in the maintenance and development of knowledge management practices in strategic workforce planning, coordinates the dissemination of information among internal and external stakeholders.
- Contributes to the preparation of reports the Secretary-General's report the composition of staff and non-staff, as well as support the development of other workforce analytics products outside of the deliverable the Secretary-General's reports.
- Develops various communication products to communicate workforce analysis and strategic workforce planning initiatives.
- Performs other duties as required.
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### III Training component: Learning elements and expectations

On completion of the assignment, the JPO will have/be able to:

- Understand the value added of strategic workforce planning within the organization.
- Understand the basics of the talent management strategy in the United Nations and its linkages, components & processes particularly the strategic workforce planning.
- Prepare draft analysis of the future workforce capabilities including comparison of job profiles.
- Submit the analysis in excel sheets and in power point presentations.
- Use data visualization in the analysis and in the presentations.
- Review draft reports and conduct quality assurance.
- Prepare discussion notes, communications materials and draft analysis of the work of the projects.

### IV Supervision

#### Title of Supervisor:

Chief of Section

#### 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 his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor.

#### Evaluation:

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

### V Required Qualifications and Experience

#### Education:

An advanced university degree in human resources management, analytics, information management, public administration or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Work experience (incl. internships and volunteering):

A minimum of two years of progressively responsible experience in human resources management, analytics, information management or related area.

**Other skills:** Knowledge of Excel, power point and visualization software.

#### Languages:

English and French are the working languages of the United Nations. For this post, fluency in spoken and written English is required.

## **UN competencies:**

**PROFESSIONALISM:** Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations;

**PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology

## **Workforce Diversity**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

## **VI Background information on Agency/Department/Section**

The opportunity is in the Strategic Workforce Planning Section of the Strategic Talent Management Service, Global Strategy and Policy Division, Office of Human Resources of the Department of Management Strategy, Policy and Compliance (DMSPC). The work will require interaction across all talent management areas as well as with substantive pillars of the UN, especially those involved in innovation, digital transformation and data science. The work of Strategic Workforce Planning Section (SWPS) is cutting edge as it identifies the needs for the future workforce at the United Nations from skills to new jobs or roles. It is driven by the UN's strategic direction and internal and external factors impacting mandate delivery and the workforce. It informs talent management initiatives to close workforce gaps and provides strategic analysis for data-driven HR decision-making. The Section constantly explores new and innovative methodologies and tools, keeps up-to-date on research and analysis by other institutions and think tanks. The Section:

- Performs future UN workforce demand analysis,
- Is the organization-wide strategic workforce planning lead providing guidance, policy and direction to the organization,
- Provides current UN workforce analysis, projections and trends,
- Leads implementation of strategic workforce initiatives such as the S-G's Data Strategy, inter-organizational mutual recognition of rosters, recruitment process revision and others.

The JPO may be involved in:

- strategic workforce planning data analysis and profiles for the budget process,
- inter-organizational mutual recognition of rosters project,
- future UN workforce analysis through interactive strategic workforce planning process,
- Communications to internal and external audiences and other media on the strategic workforce planning,
- the Secretary-General's report on the Composition of the Secretariat,
- the process and approach for reviewing functions and job profiles to align jobs with the talent management strategy and to facilitate the talent management processes.

The JPO will obtain unique insights across the UN Secretariat about strategic direction, strategic planning and strategic workforce planning methods. The JPO will be provided guidance to acquire knowledge of all talent management components of the UN particularly workforce planning, outreach and recruitment, and to develop work experience in project activities, status reports and presentations.

## VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2024 (Born on or after Jan. 1, 1992) (The maximum age limit for those who served in the military will be extended accordingly\*)
- Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.

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- one year will be extended for those who served for less than one year
- two years will be extended for those who served for more than one year and less than two years
- three years will be extended for those who served for two years or more

## VIII How to apply

Applicants should submit their application electronically directly to the Organization.

**All documents should be in English.**

Candidates for this position apply **online** via the Online Application System (OAS)\* portal link provided on <https://owa.undesa.it/oasrok/>

\*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **9 August 2024 (11:59pm KST)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

**Only short-listed candidates will be contacted thereafter.**

## IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter in English (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register in English
- A copy of the university degree (Bachelor's/ Master's degree) certificate in English
- A certificate of English language proficiency test certificate. Please note that test scores are valid for 2 years after the test date. Applicants should score a minimum of
  - (1) TOEFL iBT 100 or
  - (2) TEPS 430 or
  - (3) IELTS 7 or
  - (4) TOEIC 900
  - TOEFL 'Home Edition' score is accepted while 'MyBest Scores' are not accepted
  - IELTS General Training and Academic test are both accepted
- Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the military service law.
- Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation.
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]