

## JOB DESCRIPTION

### Junior Professional Officer Programme

**Title:** JPO for Learning & Partnerships Development (HRM/LPD)

**Sector:** Bureau of Human Resources Management

**Location:** Paris Headquarters

#### SUPERVISION

**Direct supervision by:** Ms. Rossella Salvia, Head, Centre for Learning & Partnerships Development

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

HRM/LPD supports the Bureau of Human Resources Management and the Organization in attracting, recruiting and retaining a diverse, competent, and performance driven workforce. The Centre for Learning & Partnership Development plays an essential role in providing relevant learning & career development opportunities to ensure that the staff of the Organization have the skills they need to deliver on the Sustainable Development Goals, and meet their full potential. The Centre is also responsible to attract junior staff and external talent of high caliber into the Organization. It may be envisaged that for the 2nd year contract, the JPO be assigned within other HRM units or Human Resources priorities.

#### DUTIES AND RESPONSIBILITIES

Under the authority of the Director/HRM and the supervision of the Head, Centre for Learning & Partnership Development, the JPO will contribute to:

1. Develop, deliver, coordinate, adapt and evaluate learning courses and materials to meet the needs of UNESCO staff capabilities, at corporate and individual level. Topics include technical and substantive areas and soft skills, programme/project management, leadership and change management, skills related to the UNESCO Competency Framework, and career development. Use blended and social learning for in-the-flow-of-work learning & development solutions.
2. Update existing content, curate external content, and develop new content for the Learning Management System: carry out research, draft and edit materials, upload and test content, and quality-check external content. Liaise with Subject Matter Experts to ensure relevance and accuracy of content in keeping with Organizational needs.
3. Benchmark HR learning & development and career management policies and practices within the UN System, with other International Government Organizations, and other

bodies. Contribute to the feasibility study and possible implementation of a UN-wide open-source catalogue / database of open learning resources, in coordination with the United Nations System Staff College, and other UN entities.

4. Contribute to the development of communication strategies for learning & development initiatives and implement as required.
5. Participate in the coordination of the management and promotion of HR Partnerships Programmes, such as the JPO and Traineeship Programmes, liaising with Partner Institutions and UNESCO colleagues, in the selection panels and onboarding of new recruits.
6. Generate data and reports, identifying trends and making recommendations as required, for activities related to both learning, development and HR Partnerships. Provide input on policy updates.

## 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:

- Excellent understanding of UNESCO, its structure and its on-going Human Resources Management policies;
- In-depth knowledge of the challenges of Human Resources Management within the multicultural environment of an inter-governmental Organization;
- In-depth understanding of the full cycle of learning & development activities, from needs analysis, to development and evaluation.
- In-depth understanding of junior talent staff selection processes and relevant strategies thereafter.
- Comprehensive knowledge of the applicable UN System guidelines, policies and procedures, particularly on human resources.

## 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:** Preferably some relevant professional experience in human resources management or administration. Experience in international organizations/corporations or public administration level is an asset.

### **Competencies and skills:**

#### **Required**

Excellent drafting skills; solid interpersonal and communication skills; familiarity with multicultural teams; ability to use spreadsheets and PowerPoint.

#### **Desirable**

Working experience in human resources management, learning & development, and/or managing fellowships programmes will be an asset, as well as experience using HR Information Systems.

**Languages:** Fluency in oral and written English; knowledge of French or another UN language is an asset.