

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

#### I. General Information:

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Title:  
Human Resources Officer

Sector of Assignment:  
Human Resources (HR)

Duty Station:  
WHO Headquarters

Location:  
Geneva, Switzerland

Agency:  
World Health Organization

Duration of assignment:  
Initially 1 year with possibility for extension up to 3 years

Grade:  
P1 step 1 or P2 step 1 in the first year, depending on level of education and experience

**Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to Dutch and European Union nationals or permanent residents of the Netherlands (for criteria refer to the website of the Netherlands Ministry of Foreign Affairs:**

[http://www.minbuza.nl/en/Key\\_Topics/Development\\_Cooperation/Associate\\_Experts\\_Programme](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

#### II. Supervision:

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Title of Supervisor:  
HR Specialist, UN Conditions of Service, Compensation, Benefits and Entitlements.

General Management Cluster, Human Resources Department, Human Resources Policy and Administration of Justice

Content and methodology of supervision:

Besides the day to day coaching of the JPO, her/his work will be supervised through weekly meetings within the Compensation sub-unit to provide feedback and guidance on specific situations, and to check on progress made on project implementation. At least three performance evaluation meetings with the supervisor will be planned. One meeting at the beginning of assignment to set objectives and define the work plan and performance indicators; a second meeting to review mid-term progress, revise the work plan as necessary, identify training requirements and a third meeting to have annual assessment of the professional conduct, adaptation to WHO work environment and overall performance.

### **III. Duties, Responsibilities and Output Expectations:**

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The Incumbent will assist in all matters of compensation policy, conditions of service of all categories of staff and non-staff, including at the common system level. Assist in policy research and advice on all benefits and entitlements, with a view to harmonizing with UN system policy.

Assist in maintaining close working relationships with the HR Network, ICSC, the UN and other sister agencies with the aim to identify best practice, opportunities for harmonization of policies and strategies for the improvement of conditions of service in the United Nations system.

This assignment would involve :

- information/benchmark search on procedures and practices across the Organization
- making proposals for harmonization, development and maintenance of subject matter bibliography
- documentation
- preparation of first draft of position papers
- briefing materials on various subjects
- preparation of summaries on different compensation issues that are under discussion at HR Network/ICSC level
- proposals for new policies or for streamlining based on experience gained within the Organization or based on best practice from other organizations
- assisting with the provision of advice to Regional Offices and providing assistance in the implementation of new policies etc

### **IV. Qualifications and Experience:**

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#### Education:

Advanced University Degree in human resources management, law, public or business administration, social sciences.

Ability to work in English and French

#### Work Experience:

Minimum: Preferably two years progressive professional experience in Human Resources Management or general administration.

Desirable: Experience in remuneration policy or/ and in an international setting and work experience in the field.

#### Key Competencies of the assignment:

Minimum:

- Excellent drafting skills
- Strong analytical skills.
- Ability to do research and synthesize.
- Good communication skills

Desirable:

- Good computer skills
- Conversant with Excel and Powerpoint

WHO competencies required for the assignment:

- Producing results
- Communicate in a credible manner
- Team work
- Respecting cultural diversity

**V. Learning Expectations:**

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Upon completion of the assignment, the JPO will be able to...

1. Function and operate in a multicultural setting involving the five continents, through :
  - On the job training
  - Internal Human Resources Network workshops
  - Seminars and retreats
2. Understand multilateral cooperation and coordination with the rest of the UN common system agencies through:
  - Participation in UN Working Groups for the determination of compensation methodologies
  - Participation in ICSC (international Civil Service Commission) meetings
  - ACPAQ (Advisory Committee for Post Adjustment Questions).
3. Understand technical parameters and principles underpinning remuneration and compensation in general and their reflection into the United Nations system, through:
  - ICSC/UN workshops on compensation issues.
  - Seminars organized by specialized institutions such as AHRMIO (Association for Human Resources Management in International Organizations).
  - Participation in UN Working Groups for the determination of compensation methodologies

The progress towards achieving the objectives will be evaluated annually by the JPO together with the first and second level supervisors. Achievement will be evaluated against WHO's Performance Management and Development System (PMDS).

**VI. Background Information:**

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Objective of the WHO Programme/Department:

A sound, well managed, responsive and efficient organization-wide HR programme which supports the work of WHO and its Member States (encompassing recruitment, rotation/mobility, gender and geographical diversity, workforce planning, contractual arrangements, performance management, talent management, and staff relations); to provide advisory services to senior management, clusters and regional and country offices.

Stabilization of the HR Organization, Implementation of the overall HR strategy for HR to provide key levers to manage people.

Optimize organizational efficiency and identify opportunities for improvements, facilitate the implementation and monitor the ongoing effectiveness acting as a catalyst for change.

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**VII. Information About Living Conditions at the Duty Station:**

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*(Indicate briefly the main characteristics of the place of assignment)*

This position is located in WHO Headquarters Geneva, Switzerland.

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**How to Apply:**

Eligible candidates are requested to submit an online application at the following link:

[http://www.jposc.org/content/programme/current\\_vacancies-en.html](http://www.jposc.org/content/programme/current_vacancies-en.html)

**Please read this page thoroughly to ensure that you fulfil all the nationality and educational requirements listed.**

**The deadline for receipt of applications is 12 midday Copenhagen time, 3 May 2011.**

Applications received after this deadline will not be considered.

In view of the high volume of applications, only candidates being invited to an interview will be contacted.