

STANDARD OPERATING PROCEDURES FOR RECRUITMENT ON JOB OPENING (JO)

Note: In accordance with Staff Selection System as established in the [ST/AI/2010/3](#) which integrates the recruitment, placement, promotion and mobility of staff within the secretariat.

1. STEP 1: UN-HABITAT HUMAN RESOURCES OFFICE

- 1.1. UN-Habitat HR Office informs the Hiring Office once the classification notice is received and sends a copy of the classification notice;
- 1.2. UN-Habitat HR Office requests the Hiring Office for the following information in order to create the draft JO in INSPIRA:
 - 1.2.1. A soft copy of the Inspira JO-TJO Template attached
 - 1.2.2. A minimum of one screening question from a list provided (eliminating question). Refer to the list of Screening Questions and JFQ Quick Guide (attached)
 - 1.2.3. The name of the Hiring Manager
 - 1.2.4. The type of post (regular or project)
 - 1.2.5. The coding block from the Organisation Management Administrator (OM Administrator) for billing purposes. This is for the translation budget line (*Job Openings have to be translated eg French before posting, and this cost is charged to the Hiring Office*)
 - 1.2.6. The UN-Habitat HR Office creates the draft in INSPIRA and submits to UNON for approval and posting in INSPIRA
- 1.3. UN-Habitat HR Office sends an email to the Talent Management Centre (TMC) UNON, copied to the Hiring Office, for posting of JO in INSPIRA.

NOTE: TMC/UNON communicates with the Hiring Office for any changes and final approval of draft then posts the JO in INSPIRA

2. STEP 2: UN-HABITAT HIRING OFFICE

- 2.1. The Hiring Office receives and reviews the automated pre-screened applicants for further evaluation and prepares a longlist of applicants who appear most qualified for the JO;
- 2.2. The Hiring Office records the evaluation results of PHPs in INSPIRA and further shortlists the applicants.
- 2.3. The Hiring Manager assesses the shortlisted candidates by using any of the following methods;

- 2.3.1. Tests (written or technical assessment)
- 2.3.2. Competency-based Interviews
- 2.4. The Hiring Office records the finalized assessment of candidates in INSPIRA and submits the transmittal memo to the CR Bodies. The CR Bodies provide advice on recommendations for selection of staff regarding positions of a duration of one year or longer. The Hiring Office informs the CR through an email generated by Inspira.

Note: There are three independent Central Review Bodies (CRC, CRP and CRB) which are responsible for different levels as below:

- CRC – Central Review Board – P5 and above
- CRC – Central Review Committee – P1 – P4
- CRP – Central Review Panel - GS

3. STEP 3: UN-HABITAT HUMAN RESOURCES OFFICE

- 3.1. The UN-Habitat HR Office informs the Hiring Office upon receipt of the minutes from the CR Bodies and provides the following information to guide them on the selection process;
 - 3.1.1.1. Selection Memo Template (attached)
 - 3.1.1.2. Request for Personnel Action (RPA) (attached)

4. STEP 4: UN-HABITAT HIRING OFFICE

- 4.1. The Hiring Office submits the recruitment documentation (as per the list on Step 3 above)

5. STEP 5: UN-HABITAT HUMAN RESOURCES OFFICE

- 5.1. UN-Habitat HR Office reviews the recruitment documents and submits to OM Budget for verification of budget and position number
- 5.2. The UN-Habitat HR Office signs the selection memo and submits to the Director/MOD for review/signature
- 5.3. For G – NO positions, UN-Habitat HR Office forwards the recruitment documents to the Director, MOD
- 5.4. For P2 – D2 positions, UN-Habitat HR Office forwards the recruitment documents to the Executive Director for action/approval
- 5.5. UN-Habitat HR Office prepares the submission memo and forwards the recruitment documents to Talent Management Centre (TMC) UNON for onboarding process

Note: UN-Habitat HR Office is responsible for guiding, monitoring and following up with the responsible offices and providing feedback to the hiring office.

Attachment to SOP

- [Inspira JO-TJO Template](#)
- [Screening Questions](#)
- [JFO Quick Guide](#)
- [Request for Personnel Action \(RPA\) Template](#)
- [Selection Memo Template GS and NO](#) , [Selection Memo Template P2 and above](#)
- Staff Selection System as established in the [ST/AI/2010/3](#) Link
- Recruiting timeline