

## STANDARD OPERATING PROCEDURES FOR RECRUITMENT OF JUNIOR PROFESSIONAL OFFICERS (JPOs)

**Note: In accordance with UN-HABITAT Policy on Junior Professional Officers (JPOs) dated 01 July 2008 ([link attached below](#))**

- 1. STEP 1: UN-HABITAT HUMAN RESOURCES AND TRAINING UNIT (HR & TU)**
  - 1.1. As a rule, UN-Habitat HR & TU sends an email every two years to all Heads of Branches (including Regional offices and country offices) on the corporate exercise submission of requests for JPOs for submission to Governments;
  - 1.2. The UN-Habitat HR & TU attaches the job descriptions submitted in the previous exercise with a request for the Divisions/Branches to review/amend or include additional job descriptions for possible sponsorship;
  
- 2. STEP 2: UN-HABITAT HIRING OFFICE**
  - 2.1. UN-Habitat Hiring Office reviews the TORs and amends/prepares job descriptions/TORs, and submits to the UN-Habitat HR & TU for further review/processing
  
- 3. STEP 3: UN-HABITAT HUMAN RESOURCES AND TRAINING UNIT (HR & TU)**
  - 3.1. UN-Habitat HR & TU reviews the submissions to ensure the detailed job-descriptions include: functional title, background information on UN-HABITAT and requesting office, justification for JPO request, terms of reference, reporting lines, title and level of supervisor, training that will be provided, missions envisaged and learning element (expected additional skills acquired by JPO after certain time).
    - 3.1.1. The UN-Habitat HR & TU prepares request letters to the respective Governments for the EDs signature and submits the letters and job descriptions to the Governing Bodies Secretariat for review/clearance before submission to the ED for signature
  
- 4. STEP 4: UN-HABITAT HIRING OFFICE**
  - 4.1.1. The Governing Bodies Secretariat reviews the submission and makes necessary changes and returns the documentation to the HR & TU for review and submission to the ED for signature

**5. STEP 5: UN-HABITAT HIRING OFFICE (HR&TU)**

- 5.1.1. Once signed by the ED, the submissions are then forwarded to the UN-Habitat HR & TU
- 5.1.2. UN-Habitat HR & TU then submits the signed documents to the Governing Bodies Secretariat for submission to the Governments, and keeps records on file

**6. STEP 6: UN-HABITAT HIRING OFFICE (HR&TU)**

- 6.1.1. Once signed by the ED, the Governing Bodies Secretariat sends the requests to all Governments through email communication.

**7. STEP 7: UN-HABITAT HUMAN RESOURCES AND TRAINING UNIT (HR&TU)**

- 7.1.1. The Government responds through the UN-Habitat HR & TU confirming their willingness to assist with sponsorship of JPOs
- 7.1.2. The Governments submits a list of their recommended candidates together with the candidates updated Personal History Profile (PHP) for further assessment/interviews by the Hiring Office
- 7.1.3. HR & TU reviews the list of candidates and PHPs as per eligibility criteria and submits to the list to the Hiring Office with the recruitment guidelines.

**Note: Governments use their own recruitment procedures to identify suitable candidates for JPO positions.**

**8. STEP 8: UN-HABITAT HIRING OFFICE**

- 8.1.1. The Hiring Office, with the guidance of the HR & TU convenes an Interview Panel and interviews the candidates
  - 8.1.1.1. As per policy, the panel normally comprised of at least three members, with two being subject matter experts at the same or higher level of the job opening, at least one being female and one being from outside the work unit where the job opening is located, who will undertake the assessment of applicants for a job opening.
  - 8.1.1.2. The Panel Members are required to have completed the Competency Based Interview training
  - 8.1.1.3. The Hiring Office contacts the candidates directly to set up the Interviews
- 8.1.2. The Hiring Office conducts the interviews, prepares and submits the Interview Panel Report indicating their selected candidate to the HR & TU for further review/processing.

## **9. STEP 9: UN-HABITAT HUMAN RESOURCES AND TRAINING UNIT (HR&TU)**

- 9.1.1. UN-Habitat HR & TU reviews the submission to ensure compliance of processes as per the policy and the set Standard Operation Procedures.
- 9.1.2. The UN-Habitat & TU reviews the Panel Report and evaluates the selected candidate based on the PHP to determine if the candidate fulfils the academic and working experience required for the JPO entry grade /level (P2 Step 1).
- 9.1.3. UN-Habitat HR & TU prepares and submits the following documents to the respective government
  - 9.1.3.1. A request to the government to confirm availability of the selected candidate
  - 9.1.3.2. A detailed cost estimate for the first and second year
  - 9.1.3.3. A letter requesting the government to deposit the requested amount to the UN-Habitat account in advance
- 9.1.4. The Government contacts the selected candidate directly and confirms acceptance to UN-Habitat HR & TU
- 9.1.5. Upon receipt of the funding, the UN-Habitat HR & TU informs the Hiring Office and prepares the following recruitment documents for submission to UNON for onboarding;
  - 9.1.5.1. Request for Personnel Action (attached)
  - 9.1.5.2. Selection Memo
  - 9.1.5.3. PHP of the selected candidate
  - 9.1.5.4. Terms of Reference (TORs)

*NOTE: TMC/UNON communicates directly with the selected candidate on the onboarding process.*

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

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### **Attachment to SOP**

- Request for Personnel Action (RPA) Template
- UH-Habitat Policy on Junior Professional Officers (JPOs) dated 01 July 2008