



## SECRETARIAT

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Distribution: All staff members at Headquarters  
and established offices

**ADMINISTRATIVE INSTRUCTION****UNIDO Junior Professional Officer (JPO) Programme****I. Background**

1. The Associate Expert<sup>1</sup> (AE)/Junior Professional Officer<sup>2</sup> (JPO) Programme is considered by UNIDO to be a valuable contribution by its member states to the human capital of the Organization. For easy reference and simplicity, the JPO/AE Programme shall be referred to as the Junior Professional Officer Programme (JPO Programme).

2. The JPOs sponsored by the member states bring with them up-to-date knowledge and academic credentials which augment the professional staff capacity of the Organization. UNIDO values the partnership with the member states sponsoring JPOs and hereby establishes a policy provision to put in place a systematic management of such valuable human resources.

**II. Purpose**

3. This instruction outlines the procedures for the implementation of the UNIDO JPO Programme.

4. The Organization, including its entities in the field and headquarters, benefits by:

- ✓ receiving qualified young professionals sponsored by their Governments who shall contribute in a substantive way, to UNIDO's work;
- ✓ availing of up-to-date academic knowledge from such young professionals, which they can apply to the management of UNIDO programmes;
- ✓ building valuable partnerships with sponsoring member states on profiles required for the talent pool.

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<sup>1</sup> The Associate Experts Programme was an initiative of the Government of the Netherlands in its framework cooperation with the Food and Agriculture Organization of the United Nations (FAO) in 1954, aimed at providing "associate experts" at entry level as additional resources free of charge to the FAO projects, and also to provide an opportunity for on-the-job training under qualified supervision to young, academically trained professionals.

<sup>2</sup> Encouraged by the success of FAO-Netherlands cooperation, other United Nations agencies and donors expressed their interest in similar schemes, and a United Nations system-wide concept for Junior Professionals, was introduced in ECOSOC resolution 849 (XXXII) of 4 August 1961.

5. The JPOs benefit by:

- √ receiving the opportunity to gain experience in the field of international development cooperation and management and as such to build capacities for the global development sector;
- √ receiving the opportunity to work in a diverse and multi-cultural environment;
- √ receiving on-the-job training as well as formal trainings made available to UNIDO staff, in various areas of UNIDO's work;
- √ being exposed to work ethics and competencies promoted by UNIDO and relevant to other positions in the job market;
- √ being exposed to partner organizations of their sponsors and receiving the opportunity to register in UNIDO's talent pool.

### **III. Management of the Programme**

6. The donor agreements, prepared in line with Director General's bulletin UNIDO/DGB/(E).53/Rev.1 on the procedures governing international agreements, provide the main principles governing the fielding of JPOs in the Organization.

#### ***Desired Profile***

7. JPOs are required for key priority areas of UNIDO's work. They shall be placed in an entry-level position at the P-1 or P-2 level where the expectation is for them to (a) contribute to UNIDO established practice and priority areas; (b) undertake assignments that include staff and career development elements for the JPO and (c) receive proper supervision by the immediate supervisor or First Reporting Officer (FRO).

8. The JPOs shall meet the following UNIDO standards for professional level positions:

- a. An advanced level university degree in a relevant field.
- b. A minimum of three years of professional experience required for P-2 level. A candidate with less than three years of relevant experience by the envisioned entry-on-duty date shall be recruited at the P1 level.
- c. Fluency in English. Working knowledge of French or Spanish, highly desirable. Working knowledge of other official languages of the United Nations (Arabic, Chinese, Russian), an asset.

9. The donor is responsible for announcing the job profile for the competitive process at the national level resulting in a final shortlist of candidates recommended to the Director General for selection. The main actions and responsibilities for the organizational arrangements are provided in Annex 1.

#### ***Responsibility of HRM***

10. The Department of Human Resources Management (ODG/HRM) is responsible for the management of the JPO programme. It shall establish, in close consultations with other departments, the job profiles in UNIDO priority areas, for JPO positions to be promoted to donors, in collaboration with the Department of External Relations (EFR/ETR). Notwithstanding the above, some donors may propose placements of their JPOs in positions based on their national development cooperation

strategies. Efforts shall be made to place JPOs in priority areas of UNIDO while also ensuring that the benefits to the donor and to the Organization are mutually beneficial.

11. The Department of HRM shall administer the JPO programme taking into consideration the need to strengthen gender balance and geographical diversity.

12. HRM shall create JPO positions in the Organizational Management system, assist in the assessment process if required, review the submissions of the donors, prepare the submissions for the Director General's approval, carry out pre-appointment and onboarding procedures, administer their benefits and entitlements as well as monitor their progress.

13. HRM shall brief the JPOs during the onboarding process as well as organize regular meetings and informal talks to discuss specific or general issues to ensure that they are benefitting fully from the programme.

#### ***Responsibility of EFR/ETR***

14. The Department of External Relations (EFR/ETR) shall be responsible for initiating JPO donor agreements and shall liaise with the Office of Legal Affairs (LEG) which is responsible for the safekeeping of international agreements concluded by UNIDO.

15. Once the agreements are signed, EFR/ETR shall liaise with ODG/HRM which shall assume the responsibilities for the human resources related actions in coordination with other offices in UNIDO.

#### ***Responsibility of the Receiving Department***

16. The FRO shall provide the JPO with the appropriate supervision, coaching, performance feedback and appraisal during his/her assignment. In addition, the Director of the Department has a key role to play in supporting the professional development of the JPO and in identifying potential talent for the Organization.

17. The FRO shall approve the leave and travel requests of the JPO.

#### ***Responsibility of the JPO***

18. The term of the JPO is 2 years under a fixed-term appointment under the 200 series of the UNIDO Staff Rules. A third and final year may be approved by the donor, either fully funded or under a cost sharing arrangement agreed with UNIDO.

19. Under the UNIDO contractual agreement, the JPO:

- a) is a staff member and an official of UNIDO covered under the Convention on Privileges and Immunities of the United Nations. As such he/she is protected by UNIDO for his/her actions and communication in relation to the performance of his/her official duties;
- b) shall receive the benefits and entitlements offered under the 200 series of the Staff Rules and which shall be outlined in the letter of appointment;
- c) is an international civil servant, not subjected to taxation on his/her UNIDO income;
- d) shall be supported with the administrative and logistical arrangements for official travel, such as visas and related documents, including the United Nations Laissez-Passer;
- e) shall benefit from security and/or medical emergency evacuation by the UN designated official in the duty station;

- f) shall have full access to the internal system of administration of justice under the UNIDO Staff Regulations and Rules;
- g) is eligible to become a member of the Staff Association of UNIDO.

20. The duties and obligations of the JPO are defined in Article 1 of the UNIDO Staff Regulations and Chapter I of the UNIDO Staff Rules. These include the following:

- a) by accepting the UNIDO letter of appointment, the JPO pledges to discharge his/her functions and regulate his/her conduct with only the interest of UNIDO in mind, and not of any other authority external to the Organization;
- b) as staff, he/she is bound by the directions and instructions of the Director General and, by delegation as appropriate, and shall neither seek nor accept instructions from any Government or from any source external to the Organization;
- c) as staff, he/she shall not accept any remuneration, gift, honor, decoration or favor from any Government.

21. Upon appointment, it is expected and required that the JPO's conduct is exemplary in line with the UNIDO Staff Regulations and Rules, the UNIDO Code of Conduct and the Core Values of the Organization included in the UNIDO Competencies Framework.

22. As a UNIDO staff member, the JPO participates in the UNIDO staff performance management system (SPM) as a supervisee or as a peer providing feedback under the multi-rater feedback modality. The JPO's performance is therefore evaluated annually and is subject to the same timetable vis-à-vis the start of the cycle, mid-term review and end of cycle.

23. The JPO shall also participate in the UNIDO Orientation Programme as well as regular programmes announced to UNIDO staff at large. Additionally, the JPO shall have access to the UNIDO E-learning materials available online.

### ***Financial Actions***

24. As per the donor agreement, the respective donor Government shall provide UNIDO with the funds necessary to enable it to meet the costs of the recruitment, appointment and service of JPOs for the duration of the assignment. The main actions and responsibilities relating to the financial actions are provided in Annex 2.

25. UNIDO is committed to administer the accounts for the funds in accordance with its financial regulations and rules and other applicable rules, procedures and practices. The funds are subject exclusively to the internal and external auditing procedures in accordance with applicable regulations and rules of UNIDO.

### **IV. Final Provision**

26. ODG/HRM is responsible for monitoring the overall implementation of this administrative instruction which shall enter into force with immediate effect.

## Annex 1

### Main Actions and Responsibilities for Organizational Arrangements

Actions	Responsible
○ Coordination of the Priority List and preparation of Job Profiles and Cost Estimates	ODG/HRM
○ Initiation of Donor Agreements	EFR/ETR in consultation with HRM and LEG.
○ Promoting the JPO Programme with Donors and other Partners	ODG/HRM in collaboration with EFR/ETR
○ Advertising of the Job Profiles at national level	Donor
○ Screening of the Long List	Donor
○ Personal Interview, prioritization and submission of Shortlist to UNIDO	Donor. UNIDO assistance if required
○ Submission of recommendation to the Director General	ODG/HRM
○ Decision on appointment	DG
○ Onboarding and Contractual arrangements	ODG/HRM
○ Supervision and Performance Management	FRO/Director

## Annex 2

### Main Actions and Responsibilities for Financial Actions

Actions	Responsible
○ Prepare Cost Estimates for the JPO	<b>ODG/HRM</b>
○ Share Cost Estimates with Donors and Request Payment	<b>EFR/ETR in collaboration with PPS/FIN</b>
○ Provide to EFR/ETR the invoice procedures and bank details	<b>PPS/FIN</b>
○ Transfer funds to UNIDO	<b>Donor</b>

#### Note

The standard administrative overhead applied by UNIDO for the JPO Programme is 12% of annual expenditures. The overhead is included into the cost estimates and is also included in the transferred donor contribution and debited from the JPO Programme account monthly, based on disbursements and obligations incurred.