The Directorate of Corporate Management and Operations (CMO), headed by a Managing Director, is responsible for the management of UNIDO’s human, financial and material resources, ensuring the capacity of the Organization to fulfil its mandate. The Directorate oversees a full range of financial, human resources management, procurement, information technology and general services to meet the needs of the Organization. Additionally, it exercises the responsibility for the ethics function in the Organization.

The Department of Human Resources Management (CMO/HRM) is responsible for ensuring that the Organization has at its disposal the human capital required to deliver its mandate and achieve business and strategic goals. To this end, the Department designs and implements modern human resources management policies and tools, which allow the Organization to attract the best talent, help its staff develop and grow professionally in jobs and through continued learning, and keep them engaged and motivated throughout the employment cycle to contribute their best. The Department delivers a broad range of services covering UNIDO’s human capital through a partnership model with the Department’s Professional staff acting as business partners for relevant parts of the Organization. The Department oversees the functions of Gender Equality and Empowerment of Women. The Department is further responsible for carrying out statutory functions in accordance with the provisions of the staff regulations and rules of the Organization, the regulations of the United Nations Joint Staff Pension Fund (UNJSPF) and policy issuances covering other categories of UNIDO human capital, including management of security-related entitlements for all UNIDO personnel at Headquarters and in the Field.

Talent Planning, Acquisition and Development Division (CMO/HRM/PAD)

The Talent Planning, Acquisition and Development Division (CMO/HRM/PAD) promotes and implements strategic organizational policies aimed at improving the planning, acquisition, development, engagement, motivation and retention of the human resources required for the Organization's mandate. In this respect, the services of the Division cover staff members, Individual Service Agreement (ISA) holders and other personnel.

Functions:
- In cooperation with programme and project managers, undertake skills inventories, needs forecasts, succession planning and appropriate measures to strengthen the capacity of the Organization to mobilize its workforce to deliver its mandate;
- Analyse and classify job profiles in accordance with the standards and methodology promulgated by the United Nations common system;
- Coordinate the recruitment and selection process of the required human capital from both internal and external sources using best practices and modern talent acquisition tools;
- Develop effective schemes to attract additional human resources for the Organization such as the Partner Expert, Junior Professional Officer (JPO) and internship programme and other partnerships;
- Develop methodologies and provide advice on the effective management of staff performance;
- Conduct mediation and other conflict resolution-related activities;
- Develop organizational learning and development policies and programmes, supporting the achievement of the strategic priorities of the Organization;
- Provide instruments for the measurement of employee motivation and engagement, and in partnership with the management team develop plans for its further improvement;
- Support business-needed change management initiatives throughout the Organization;
- Support knowledge management and retention through providing instruments for knowledge transfer.