

Agreement

Between

**The Belgian Directorate General for
Development Cooperation**

And

United Nations Development Programme (UNDP)

Concerning the Recruitment Process of Junior Professional Officers of Belgium

**AGREEMENT BETWEEN THE BELGIAN DIRECTORATE GENERAL FOR
DEVELOPMENT COOPERATION AND UNITED NATIONS DEVELOPMENT PROGRAMME
(UNDP) CONCERNING THE RECRUITMENT PROCESS OF JUNIOR PROFESSIONAL
OFFICERS OF BELGIUM**

Agreement concluded between the Belgian Directorate General for Development Cooperation (hereinafter referred to as "The Donor") and the United Nations Development Programme (hereinafter referred to as "UNDP") concerning the recruitment process of Junior Professional Officers (JPOs) to UNDP.

This agreement constitutes an addendum to the "Dispositions générales régissant la mise à disposition de Jeunes Experts associés (JEA) auprès du Programme des Nations Unies pour le développement – PNUD – sur base du subsidé annuel de la DGCD", dated 6 February 2003.

UNDP administers the JPO Programmes for itself, including its special funds and programmes (UNCDF, UNDOCO, UNV), and of several UN entities including UN Women, UNAIDS, UNFPA, UNIDO, UNITAR, UNOPS, UNRWA, UNSSC, UNU, UPU, and WHO.

Introduction

The UNDP Junior Professional Officer (JPO) Recruitment and Selection Guidelines reflect the contractual reform mandated by the General Assembly in December 2008, and are based on the amended UN Staff Regulations and new Staff Rules with effect 1 July 2009.

In addition to the Recruitment and Selection Policies and Procedures for JPO posts defined in the present document:

- For the recruitment of Belgian JPOs to be assigned to UNDP and affiliated funds and programmes (UNV, UNCDF and UNDOCO), the UNDP JPO Recruitment and Selection Guidelines will apply (http://www.jposc.org/documents/recruitment_guidelines.pdf).
- For the recruitment of Belgian JPOs to be assigned to the UN entities whose JPO Programmes are administered by UNDP, the recruitment process will be governed by the procedures established in separate agreements between UNDP and the relevant UN entity.

Recruitment and selection Policies and Procedures for JPO posts

1. Funding of Posts

At the beginning of the calendar year, the Donor will decide on the number of JPO positions to be financed that year. The Donor will notify UNDP accordingly within a reasonable period of time.

2. Selection of Posts

UNDP will provide the Donor with an updated vacancy proposal list with job descriptions for specific posts to be funded.

The Donor will notify UNDP accordingly by email and UNDP will earmark the chosen posts.

The earmarking is considered a firm commitment from the Donor to the funding of a post.

3. Vacant JPO Posts

No selection process shall commence without a valid JPO job description approved by the receiving duty station/hiring unit, the donor and UNDP. The job description must include the functions, competencies, impact and requirements of the JPO post, including academic qualifications, relevant work experience, and language requirements.

4. Vacancy Management and Announcement

When the posts have been earmarked and funding confirmed, UNDP in cooperation with the Donor (and in accordance with the agreement between the Donor and UNDP on the JPO Programme) will prepare the vacancy announcement.

The vacancy announcement for the JPO post must state all the competencies and other corporate requirements for the position in conformity with the JPO job description. It may also indicate qualifications that are desirable for the position. Only those qualifications (required or desirable) that are indicated in the vacancy announcement may be used to assess candidates' suitability for the JPO post.

All JPO vacancies will be posted on the Donor's website and UNDP's website. The vacancy announcement may also be posted using other appropriate means for identifying potential candidates (job portals, newspapers and other publications, etc.). The JPO vacancy announcement will normally be posted for a minimum of two weeks.

5. Requirements and Qualifications for selection

The qualifications below are required for being eligible for selection:

- Have the EU citizenship.
- Have at least a Master degree or equivalent
- Have a minimum of two years of relevant work experience for the chosen function. A development-oriented employment history or previous experience in development is desirable.
- Have completed and succeeded the CIG (Cycle d'Information Générale) by BTC (Belgian Development Agency).
- Be no older than 32 years of age as of 31 December of the year of application.

6. Conditions for selection

In filling a vacant JPO post, priority will be given to the qualifications, demonstrated competencies, and performance including relevant experience of the candidates in relation to the stated criteria of the post. Only candidates meeting the pre-defined requirements for a post as per the job description and the vacancy announcement can be selected.

7. Applications for the post

All persons who apply for a vacant JPO post, in addition to submitting an application and resume, must complete a Personal History Form (P-11). The P-11 form provides relevant information on a candidate's personal and professional background, academic record, work history, prior UN experience, residence status, languages, nationality, family relationships, and other matters that are essential to making an informed selection decision.

The P-11 form is the authoritative source for critical information on a candidate for verification and serves as the basis for detailed reference-checking. Therefore, only those persons who have submitted a completed and updated P-11 form, certifying that the information contained therein is fully accurate, may be given further consideration for the post.

8. Receipt and Review of Applications

Candidates will submit their application electronically through UNDP's online application system.

The Donor will provide specifications to UNDP on the criteria to be used for the application system.

UNDP will set up an online system so that it fits the Belgian criteria in terms of age (no older than 32 years), nationality (open to all EU citizens), completion of BTC/CTB course, having a Master level degree and having a minimum of two years of relevant work experience for the chosen function.

Applications will only be accepted in English, French or Spanish, depending in the working language used in the JPO Duty Station.

UNDP will provide access to the online system to the Donor for monitoring purposes.

Candidates can apply for 3 posts maximum.

All candidates will receive a message acknowledging receipt of their application and informing that candidates who are invited for interviews will be contacted. Upon finalization of the selection process and when the identified candidate has accepted the JPO Offer of Appointment, UNDP will notify all applicants that the recruitment and selection process is finalized and that a candidate has been selected for the position.

UNDP will be available for questions (email/phone) from applicants.

No candidate shall be given further consideration for the post without having first submitted a completed P-11 form as part of the application for the position. The information provided in the P-11 form allows verifying whether certain requirements are met.

UNDP is under no obligation to consider late or incomplete applications, or to confirm receipt of an application. Where there is a business case imperative, UNDP may elect to accept late applications to vacancy.

The closing date for applications may be extended, following a preliminary review of applications if UNDP and the Donor find that the quality or quantity of the candidates is not sufficient to conduct a competitive selection process.

9. Reviewing Candidates

UNDP will carry out the pre-screening and short-listing for interviewing selection.

Only those qualifications specified in the vacancy announcement and JPO job description may be used in the review of applications and screening of candidates for the post. The reason for accepting or rejecting an application during the screening process must be documented at each stage of the selection process.

Long-listing process: The long-listing of candidates involves an initial screening of applications. The screening will be undertaken against minimum corporate requirements, including eligibility, academic qualifications, years of relevant work experience, language fluencies, etc.

No candidates will be given further consideration, if the person does not meet all the requirements for the position (e.g. academic, experience, languages, etc.) as specified in the vacancy announcement.

Short-listing process: Following the long-listing process, the remaining candidates are reviewed for short-listing. To arrive at a short-list of candidates, a closer desk review of a candidate's professional and managerial background is undertaken against the requirements of the post, given additional weight to those candidates who possess one or more of the desirable variables for the post, as specified in the vacancy announcement.

The short-listing process also involves additional fact-finding. A telephone screening may be used to test language fluencies and to clarify issues raised in the job application, including the P-11, and possibly and potential issues related to residency requirements applicable in the duty station. The additional information or assessment results obtained from a telephone screening must be fully documented.

Long-listing and short-listing procedures must be followed and documented. The reason for accepting or rejecting an application must be documented at each stage of the selection process.

A short-list of JPO candidates should consist of a minimum of two and a maximum of six candidates.

The short-list of candidates will include a minimum of one and preferably three or more qualified women from the pool of applications. The reason for not short-listing women candidates for these posts must be fully documented.

If, at any time during the long or short-listing process, where there appears to be fewer than three candidates who meet all the requirements of the post, it may be decided to re-advertise the position, or proceed with the selection process.

UNDP will present the list of candidates short-listed for interviews to the Donor for final approval prior to undertaking the interviews.

UNDP will contact candidates who are short-listed for interviews.

10. Interviews of short-listed candidates

UNDP will coordinate the planning of the interviews with the Donor.

UNDP will send out invitations to candidates and set up a schedule of interviews.

Interviews of candidates will take place in Brussels. The Donor will make practical logistical arrangements (booking of meeting rooms, telephone facilities, coffee, etc.).

Interviews will be carried out by the representatives of UNDP. The Donor will participate as an observing member of the interview panel for JPOs.

11. Assessment of short-listed candidates

All short-listed candidates will undergo the same selection process and by the same means, whenever practicable.

UNDP in consultation and cooperation with the Donor will use a range of assessment tools and techniques to evaluate short-listed candidates. Such tools and techniques may include but are not limited to, technical testing, interviews or an assessment of work samples; reference checks; competency-based panel interviews.

Competency-Based Interview: Every short-listed candidate for a JPO post will be invited to participate in a panel interview.

The Interview Panel: The competency-based interview panel will include minimum two members. A Donor representative can participate as an observer.

UNDP will conduct the competency-based interviews.

Face-to-face interviews are the preferred option, however, video conferencing and phone interviews may also be undertaken. All modalities may be applied in the same interview.

UNDP will identify up to five competencies from the vacancy announcement that are the most essential to success in the post for assessment at the interview. The interview panel will also conduct an assessment of corporate values and ethics.

When evaluating a candidate the panel should consider only the information provided to them at the interview.

The panel will rate a candidate on each of the competencies being assessed, assigning a score for each rating, to arrive at an overall score of the candidate for the interview. The panel will also assign one of three recommendations for each candidate including: recommended, recommended with reservations, or not recommended, and rank candidates in order of suitability for a position. The scoring of each candidate will be reflected in the panel's interview report which will also detail the reservations, if any, noted by the panel.

Candidates who are recommended with reservations must still meet the stated qualifications for the position. The reservation may relate to objective perceptions by the panel as to various aspects of the candidates overall fit and anticipated performance but not in terms of a deficit of the qualifications listed in vacancy. Only those candidates, who, in the view of the interview panel, possess the minimum competencies required for the post, may be given further consideration.

12. Selection of a candidate

When selecting a candidate for the post, UNDP and the receiving duty station shall take into account the results from all the assessment methods used to evaluate the short-listed candidates, including the technical assessment/interview; competency-based panel interview; reference checks and performance reports.

In the event that a fully qualified candidate cannot be found following a competitive selection process, UNDP or the donor may re-advertise the position with the view of attracting additional applications.

UNDP in consultation and cooperation with the Donor will make the final selection of the candidate for each post.

UNDP will notify the interviewed candidates that were not selected.

UNDP will notify the interviewed candidates that are selected.

UNDP will do reference checks of selected candidates.

UNDP will verify the academic credentials of the selected candidates.

UNDP will be available for questions from candidates not selected.

In the unlikely case that no candidates are found suitable for the post, UNDP can decide to re-advertise the post.

13. Final approval by the receiving Duty Station

UNDP will present the selected candidates to the respective duty stations for their final approval.

14. Reference Checks and Verification of Qualifications

No JPO recruitment and selection process is complete without proper and thorough verification of critical information, including academic qualifications, languages, nationality, prior UN employment, family relations within the UN common system and detailed reference checks. The Personal History Form (P-11) provides a useful source of candidate information on these matters that requires verification and, in particular, on the candidate's employment history for purposes of reference-checking.

Reference checks will be conducted for the recommended candidate after completion of the interview. Reference checks from a current employer will be conducted only after UNDP has consulted with the candidate and obtained permission prior to contacting that employer for the purpose of conducting a reference check.

15. JPO appointments

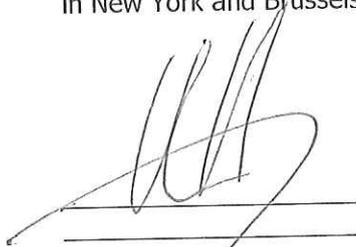
For the recruitment of Belgian JPOs to be assigned to UNDP and affiliated funds and programmes (UNV, UNCDF and UNDOCO), and in accordance with the UNDP JPO Recruitment and Selection Guidelines, the JPO appointments will be reviewed by the UNDP Compliance Review Board (CRB). If endorsed by the UNDP Compliance Review Board, the JPO will be appointed on a Fixed-Term Appointment and have the status of "internal-level 1" candidates in accordance with Staff Rules 4.15.

For the recruitment of Belgian JPOs to be assigned to the UN entities whose JPO Programmes are administered by UNDP, the JPO appointments will not be reviewed by the UNDP Compliance Review Board (CRB).

16. Administrative Overheads

The Donor will pay to UNDP 14 per cent of the total cost of the assignment of each JPO to cover UNDP's administrative expenses in accordance with cost estimates to be provided to the Donor by UNDP.

IN WITNESS THEREOF the respective representatives of UNDP and the Donor have signed this Agreement in New York and Brussels, in two copies in English.

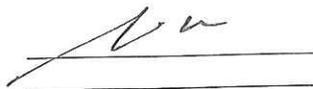


For the Belgian Directorate General
for Development Cooperation

Minister for Development Cooperation
in charge of European Affairs

Mr. Olivier Chastel

Date: 29/8/2011



For UNDP

Assistant Administrator and Director
Bureau of Management

Ms. Akiko Yuge

Date: 22 July 2011