

**Annex to the Agreement
On the Recruitment Process for
JUNIOR PROFESSIONAL OFFICERS
financed by BELGIUM at UNEP**

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 UNEP accordingly within a reasonable period of time.

2. Selection of Posts

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

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

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

3. Vacant JPO Posts

No selection process shall commence without a valid JPO term-of-reference approved by the receiving duty station/hiring unit, the donor and UNEP. The Terms of Reference must describe 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, UNEP in cooperation with the Donor (and in accordance with the Agreement between the Donor and UNEP 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 Terms of Reference. 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 website and UNEP 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 a Master level degree.
- 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 Infocycle organized by BTC (Belgian Technical Cooperation).
- Be no older than 32 years of age.

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 UNEP online application system.

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

UNEP 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, having a minimum of two years of relevant work experience for the chosen function and not having worked for more than two years for the organization offering.

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

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

Candidates can apply for maximum 3 posts.

All candidates will receive a message acknowledging receipt of their application and informing that candidates who are invited for interviews will be contacted.

UNEP 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.

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

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

9. Reviewing Candidates

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

Only those qualifications specified in the vacancy announcement and JPO Terms of Reference 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.

UNEP will present both lists to the Donor for final approval prior to undertaking the interviews.

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

10. Interviews of short-listed candidates

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

UNEP 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 UNEP. The Donor will participate as an observing member of the interview panel for JPOs. UNEP will coordinate the planning of the interviews with the Donor.

11. Assessment of short-listed candidates

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

UNEP 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 a panel interview.

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

UNEP 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.

UNEP 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, 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, UNEP 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, UNEP or the donor may re-advertise the position with the view of attracting additional applications.

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

UNEP will notify the interviewed candidates that were NOT selected.

UNEP will notify the interviewed candidates that ARE selected.

UNEP will do reference checks of selected candidates.

UNEP will verify the academic potentials of the candidates.

UNEP will be available for questions from candidates not selected.

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

13. Final approval by the receiving Duty Station and the Donor

UNEP will present the selected candidates to the respective duty stations for their final approval, after which the selected candidate will be presented to the Donor for final approval.

In the unlikely case that a candidate is not accepted by the duty station, UNEP will propose another Duty Station.

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 UNEP has consulted with the candidate and obtained permission prior to contacting that employer for the purpose of conducting a reference check.

References should be obtained from minimum three referees among the referees listed in the P-11, including one former supervisor of the candidate as listed in the P-11.

Conducting the reference check by telephone is often the fastest way to obtain a reference, and may yield important information that might not otherwise be obtained through a more formal, written process. Reference checks by phone should follow a consistent format of questions, with questions and answers documented in detail.

15. Administrative Overhead costs.

UNEP charges an administrative overhead fee (programme support cost) of 14% to the budget estimate provided to the donor.