

ADDENDUM TO
THE AGREEMENT ON THE PROVISION OF JUNIOR PROFESSIONAL OFFICERS
BETWEEN
THE UNITED NATIONS CHILDREN'S FUND
AND
THE GOVERNMENT OF BELGIUM

Regarding the Administrative Procedures for the Administration of the Recruitment
Process of the Belgian Junior Professional Officer Programme

**ADDENDUM TO
THE AGREEMENT ON THE PROVISION OF JUNIOR PROFESSIONAL OFFICERS
BETWEEN
THE UNITED NATIONS CHILDREN'S FUND
AND
THE GOVERNMENT OF BELGIUM**

WHEREAS, the United Nations Children's Fund (hereinafter referred to as "UNICEF") and the Government of Belgium (hereinafter referred to as the "Government") on August 3, 1998 entered into an Agreement on the Provision of Junior Professional Officers (hereinafter referred to as the "JPO Agreement");

WHEREAS, the Government through the Belgian Directorate General for Development Cooperation (hereinafter referred to as the "Donor") in connection with the JPO Agreement, has requested UNICEF to administer the recruitments process of Belgian Junior Professional Officers to UNICEF;

WHEREAS, UNICEF, subject to the terms and conditions of the JPO Agreement, has agreed to administer the recruitment process for the JPOs;

WHEREAS, UNICEF and the Donor in accordance with Article 14 of the JPO Agreement wish to amend the JPO Agreement to provide for the administrative procedures to be followed by UNICEF in administering the recruitment process of Belgian JPO Programme :

NOW, THEREFORE, UNICEF and the Donor have agreed that the JPO Agreement shall be amended as follows:

Introduction

UNICEF will administer the recruitment process of the Belgian JPOs in accordance with UNICEF's JPO Policy (CF/AI/2009-006 dated 22 July 2009).

Administrative Procedures for JPO posts

1. Selection and Funding of Posts

1.1 UNICEF will provide the Donor with an updated vacancy proposal list with job descriptions for specific JPO posts to be funded. The Donor will notify UNICEF of the JPO posts selected by email and UNICEF will earmark the selected posts.

1.2 Notwithstanding the provisions of paragraph 3 of the JPO Agreement, earmarking the selected posts will be considered a firm commitment from the Donor to fund the selected posts.

2. Vacant JPO Posts

2.1 No selection process shall commence without a valid JPO Job Description (JD) approved by the receiving duty station/hiring unit, the Donor, and UNICEF. The Job Description must describe the functions, competencies, impact and requirements of the JPO post, including academic qualifications, relevant work experience, and language requirements.

3. Vacancy Management and Announcement

3.1 When the posts have been earmarked and funding confirmed, UNICEF will in cooperation with the Donor and in accordance with the JPO Agreement prepare the vacancy announcement.

3.2 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.

3.3 All JPO vacancies will be posted on the Donor website and UNICEF 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.

4. Requirements and Qualifications for selection

4.1 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 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.

5. Conditions for selection

5.1 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.

6. Applications for the post

6.1 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.

6.2 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.

7. Receipt and Review of Applications

7.1 Candidates must submit their application electronically through the UNICEF online application system. Candidates are allowed to submit applications for a maximum of three (3) posts. Only applications in English will be accepted.

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

7.3 UNICEF will ensure that its online system is able to filter candidates based on the selection criteria stipulated in paragraph 4.1 above.

7.4 Upon request, UNICEF will provide a list of applicants to the Donor.

7.5 All candidates will receive a message acknowledging receipt of their application and the message will indicate that candidates who are invited for an interview will be contacted. UNICEF will be available for questions (email/phone) from applicants.

7.6 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.

7.7 UNICEF is under no obligation to consider or confirm receipt of late or incomplete applications. UNICEF in its discretion may elect to accept late applications to a vacancy.

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

8. Reviewing Candidates

8.1 UNICEF 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.

8.2 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.

8.3 No candidate 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.

8.4 Short-listing process: Following the long-listing process, the remaining candidates will be 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.

8.5 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.

8.6 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.

8.7 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.

8.8 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.

8.9 UNICEF will present the list of candidates short-listed for interviews to the Donor for final approval prior to undertaking the interviews, and contact candidates who are short-listed for interviews.

9. Interviews of short-listed candidates

9.1 UNICEF will coordinate the planning of the interviews with the Donor, send out invitations to candidates and set up a schedule of interviews.

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

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

10. Assessment of short-listed candidates

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

10.2 UNICEF 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.

10.3 **Competency-Based Interview:** Every short-listed candidate for a JPO post will be invited to participate in a competency based interview before a competency based interview panel. The competency based interview will also be conducted by UNICEF

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

10.5 UNICEF 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.

10.6 When evaluating a candidate the panel will 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.

10.7 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.

11. Selection of a candidate

11.1 When selecting a candidate for the post, UNICEF 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.

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

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

11.4 UNICEF will notify the interviewed candidates that were NOT selected, and the interviewed candidates that ARE selected.

11.5 UNICEF will do reference checks of selected candidates, and verify the academic credentials of the candidates.

11.6 UNICEF will be available for questions from candidates not selected.

12. Final approval by the receiving Duty Station

12.1 UNICEF will present the selected candidates to the respective duty stations for their final approval. In the unlikely case that a candidate is not accepted by the duty station, UNICEF will propose another duty station

13. Reference Checks and Verification of Qualifications

13.1 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.

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

13.3 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.

13.4 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.

14. JPO appointments

14.1 In accordance with UNICEF's JPO Policy, all JPOs will be granted a Fixed-Term Contract on appointment.

15. Administrative Overhead costs.

15.1 The administrative overhead cost of UNICEF in relation to the JPO Programme and the administration of the recruitment process shall be 14% of the budget estimate. This clause supersedes paragraph 10 (i) of the JPO Agreement.

16 Miscellaneous.

16.1 All other terms and conditions of the JPO Agreement remain in full force and effect.