

Important!

This presentation reflects the status of information as of March 2016 and may be subject to change.



United Nations

Managing our talent
Staff Selection and Managed Mobility System
Managed Mobility – Overview

Office of Human Resources Management
Mobility Implementation Team
March 2016



Introduction



Objective:

- ✓ **Give you an introduction to managed mobility** and how it works for POLNET in 2016.
- ✓ For more questions please contact your mobility focal point.



Contents

Introduction

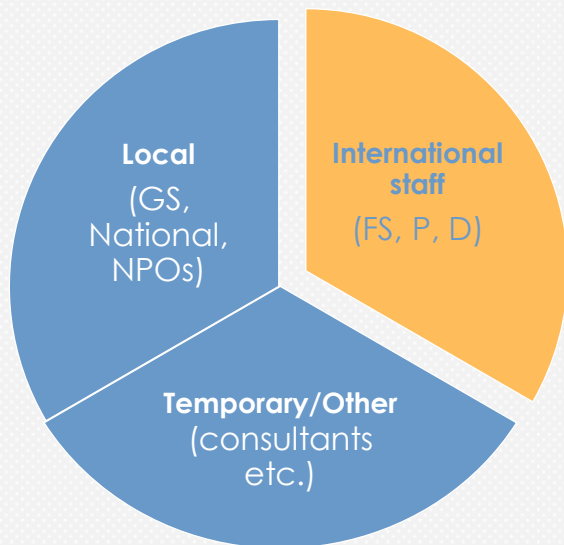
- PART 1** ○ — Staffing streams under the new system
- PART 2** ○ — Managed Mobility – Step by Step
- PART 3** ○ — Tips and Resources



What is the new policy?

Managing talent for a global, dynamic and adaptable workforce:

A new staff selection and managed mobility system



Total talent in the Organization:
40.000 staff globally



Mobility population:
14.000 staff in
9 job networks

- ◆ *A/RES/68/265*
- ◆ *Introduction of a new staff selection and managed mobility system (ST/SGB/2016/2)*
- ◆ *Senior Review Board (ST/SGB/2016/3)*
- ◆ *Global Central Review Body (ST/SGB/2016/4)*
- ◆ *Staff selection and managed mobility system (ST/AI/2016/1)*
- ◆ *Information Circular (ST/IC/2016/3)*



What is the objective?

Improve mandate delivery by nurturing a global, mobile and adaptable workforce. Allow Organization and staff to benefit from mobility:



Geographic

Greater mobility between headquarters, away from headquarters, including regional commissions and the field.



Functional

Greater movement among functions and job families and across organizational units.



Career development

opportunities for staff through acquisition of new skills, knowledge and experience.

Also, an opportunity to

- ✓ Align staffing with organizational priorities.
- ✓ Help staff to get “unstuck” and to move across silos.
- ✓ Decrease the administrative burden on programme managers.





Part 1:

Key elements of the new system



- ▶ **Refresher:** What is the new staffing system?
- ▶ Two main staffing streams
 - ▶ *vacancies + managed mobility*
- ▶ When is it time for me to move?
 - ▶ *Position occupancy limits*
- ▶ Assessing your situation
 - ▶ *Managed Mobility? Yes/No?*



What is new - refresher



- **New policy:** A new staffing system for internationally recruited staff.
- **Staffing 2 +1:** Vacancies + managed mobility + temporary needs.
- **Improved planning:** Staffing rounds twice a year.
- **More consistency:** Standardized assessments for vacancies.
- **Required mobility:** Periodic movement to different positions.
- **Position occupancy limits:** based on hardship classification.
- **Organizational priority:** Burden sharing.
- **New staffing bodies:** NSTs, JNBs/SRBs, GCRB.
- **Job networks:** Staffing based on reconfigured job networks.



Phased implementation between 2016 and 2020 with transitional measures



Not just mobility!



Two main staffing components

Each twice a year + TJOs



VACANCIES

Job openings

For internal and external candidates

- ◆ Lateral and for higher level
- ◆ NEW: Standardized assessment process
- ◆ NEW: Clear timelines for the filling of vacancies



MANAGED MOBILITY

Encumbered positions

For internal staff members only

- ◆ Opportunity for lateral movement within the same job network
- ◆ No “testing” but suitability checks.
- ◆ Automatic or opt-in (position limits)
- ◆ Optional during the first year

Temporary Job Openings (TJOs) to meet needs in-between



When is it time to move?

position occupancy limits

What is a move?

- ✓ Change in **position**
- ✓ Change of **role**
- ✓ Change of **function**
- ✓ Change of **duty station**
- ✓ Move from the Secretariat to an **agency, fund** or **programme**

| Duty Station | Minimum* | Maximum |
|--------------|-----------|---------|
| H/A | 2 years → | 7 years |
| B/C | 2 years → | 4 years |
| D/E | 1 year → | 3 years |

*Minimums apply only to managed mobility

How to count?



- ✓ The clock started when you took up your current position.
- ✓ The clock stops when you are on a temporary absence (e.g. assignment, SL, staff representation) of one year or longer.
- ✓ The clock "restarts" when you move to a new position.



Should I move?

(Assess your situation!)

It is always a good time to think about mobility!

Scenario 1

You are 6 months from reaching your position occupancy minimum.

You have time!

Scenario 2

You are mid-way between position occupancy minimum and maximum

Time to consider options!

Scenario 3

You are at position maximum occupancy and will soon be automatically enrolled into a managed mobility exercise.

Your decision will depend on your personal situation and professional aspirations.



Managed Mobility?

First Step: eligibility self-assessment

Criteria for participation in a managed mobility:

Staff member

- ✓ Serves at FS, P, D level.
- ✓ Was internationally recruited following a competitive process and review by a review body.
- ✓ Holds a fixed term, continuing or permanent appointment that is not limited to particular entity.
- ✓ Has served the minimum position occupancy limit.
- ✓ Is currently occupying the position.



Position

- ✓ Rotational position.
- ✓ Expected to be funded for the next two years or longer through the regular budget, the support account and peacekeeping operations budget and other extra-budgetary sources including voluntary contributions.
- ✓ Belongs to job network.



Managed Mobility

may not be possible in all cases ...



Participation may not be possible if:

Staff member

- ✗ Staff member has not been “regularized”.
- ✗ Staff member is not in the position (staff needs to return to parent position).
- ✗ Staff member has unsatisfactory performance.

Position

- ✗ Position is directly financed by project funds for the sole purpose of executing a project for a finite period of time.
- ✗ Position is slated for abolition of posts and reduction of staff.



Managed Mobility – YES?



- ✓ Remember that managed mobility takes place by networks.
- ✓ In 2016, managed mobility will be offered for POLNET staff.
- ✓ The first year of each job network is optional.



Note sure about your network?

- Check out the job network search tool on the HR Portal!

Not sure about your contractual situation or position funding?

- Speak with your local HR Partner or Administrative Officer!



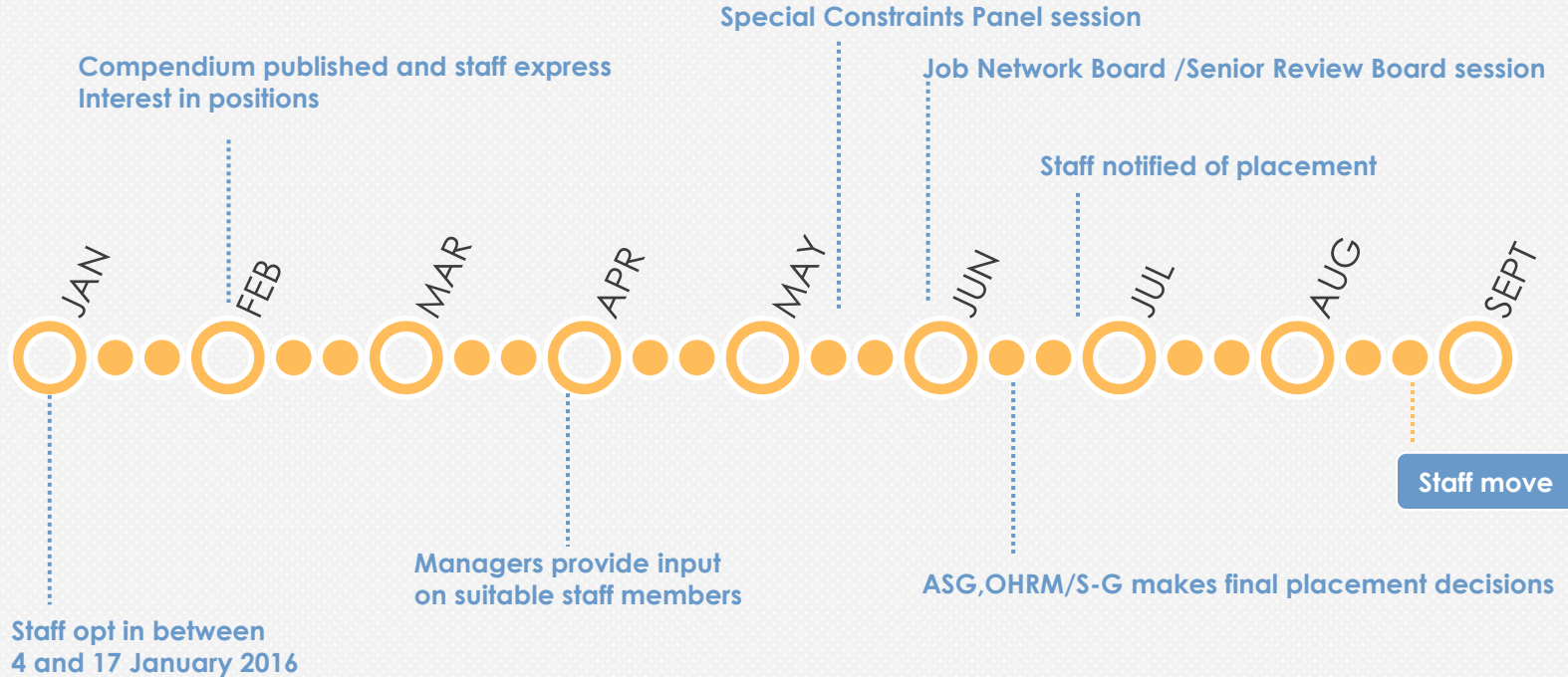
Part 2: Managed Mobility



- ▶ Process overview
- ▶ Step by Step
 - Opting in
 - Confirmation of participation
 - Creation of position announcements
 - Circulation of compendium and expressing interest in positions
 - Suitability checks
 - Special constraints process
 - Placement recommendations and decisions



Overview – first exercise in 2016





Opt-in windows 2016 - POLNET

(4 to 17 January 2016 and 5 to 18 July 2016)

Opt-in windows (14 calendar days) anticipated for:

- ▶ 4 to 17 January 2016
- ▶ 5 to 18 July 2016




Staff can opt in 6 months before meeting the minimum position limit.

Inspira:

The self-service page for managed mobility will be available as of January 2016.

Navigation: Favorites ▾ Main Menu ▾ > Self Service > Managed Mobility > My Managed Mobility

 **UN INSPIRA**
Human Resources Gateway

Home Manuals Contact Us Add to Favorites Sign out

My Managed Mobility

Jojo Davis

My Job Information

| | | | |
|-----------------------|--|------------------|-------------------------|
| Last Update Date/Time | 08/10/2015 8:25:25AM | Appointment Type | Fixed-Term (JY9) |
| Functional Title | POLITICAL AFFAIRS OFFICER 5119 | Level | P3 |
| Job Network | Political, Peace & Security | Job Family | Political Affairs POL |
| Org. Unit | United Nations Mission in the Republic of South Sudan 61441271 | Business Unit | ODA 3972 |

Current Opportunities

Instructions

The table below shows the currently available opportunities for movement under managed mobility and the dates of the associated opt-in periods (dates and times are New York time (EST)).

Movement under managed mobility is opt-in only for the first year of operation of a job network. After that, if you have reached your maximum position occupancy limit, you will automatically be included in the movement under managed mobility exercise for your network and your status will read "Pending Eligibility Check" or "Participating".

Click on the "View" link to see any position announcements that have already been included in the Preliminary Compendium.

Click on the "Opt in" link to request to opt in to a managed mobility exercise. Once your request to opt in is received, your profile will be reviewed for eligibility and you will be notified about your participation status.

You can opt out of the managed mobility exercise at any time before the opt-in period closes. Click on the "Opt out" link to do so.

| Staffing Exercise ID | Managed Mobility Exercise | Job Network | Opt-In Period | Preliminary Compendium | Express Interest (Opt-In) | Express Interest (Opt-Out) |
|----------------------|---------------------------|-----------------------------|---------------|------------------------|---------------------------|----------------------------|
| SE26 | POLNET 2016 Semi-Annual 1 | Political, Peace & Security | | View | Opt-In | Opt-Out |



Creation of compendium

Step 1

Confirmation of participation:

- ✓ NST confirms staff member and position eligibility.
- ✓ NST notifies staff member of participation status in the exercise (participating or not eligible)

Step 2

Creation of position announcements in consultation with programme managers.

Position announcement includes:

- ✓ Work experience
- ✓ Academic and other qualifications
- ✓ Languages
- ✓ Core values and competencies
- ✓ Screening questions



Expressing interest in positions

- ✓ **Staff member must express interest in a minimum of three positions. No maximum.**
- ✓ Staff members are encouraged to express interest in at least one position in a different duty station with a different hardship classification.
- ✓ Staff within five years of mandatory age of separation or staff who have undergone at least seven geographic moves are not required to move geographically.



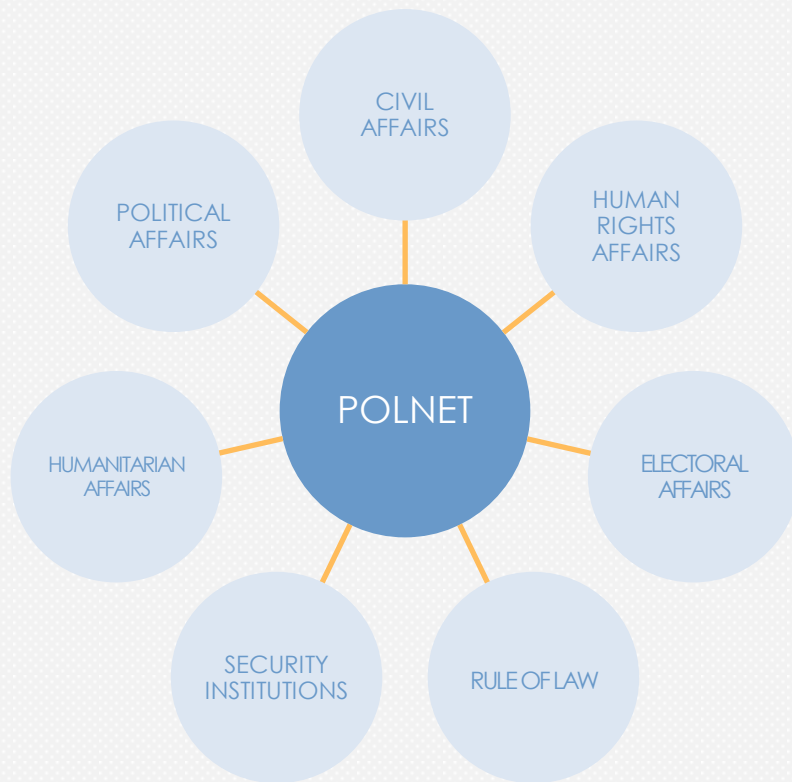
Expressing interest in a position carries an expectation to accept the position.



Opting-out is only possible prior to circulation of the compendium and before the opt-in window closes.



Suitability check and managers' input



- NST including subject matter experts will review staff against suitability criteria.
- NST provides list of suitable candidates to programme managers including PHP and performance record.
- Programme managers provide input and preferences in ranking order.
- NST provides ranked list to JNB/SRB.



JNB/SRB recommendations



Board's recommendations are based on:

- Position announcement, PHP, performance and mobility record.
- Suitability determination.
- Input and preferences of programme managers.
- Expressions of interest by staff members.
- HR organizational priorities and human resources targets for the department.
- Statistics on nationality and gender in the department.
- Representation from troop- and police contributing countries (as relevant).

★ If JNB/SRB is unable to recommend the placement of a staff to a position he or she has expressed interest in, the staff member may receive a placement proposal for another position in the compendium.



Special Constraints Process

(End of April to mid-May)



When: Within 14 days from receipt of a placement proposal.



For Whom: For staff who feel that they cannot accept a proposal that involves a geographic move due to:

- ▶ Medical reasons attributable to a staff member or one or more of his or her dependents.
- ▶ Compelling personal circumstances whereby a change in duty station would create undue difficulty.
- ▶ Matters in the interest of the Organization.



Possible outcomes:

- ▶ Staff should remain in duty station for specified period of time;
- ▶ Staff should be exempt from moving to certain duty stations;
- ▶ Staff should accept placement proposal.

On matters concerning the interest of the Organization, the Panel can decide that the staff member should remain in the duty station for a period not exceeding 18 months.

The Panel will inform the JNB/SRB on its findings.



Placement decisions /notification

(End of June)

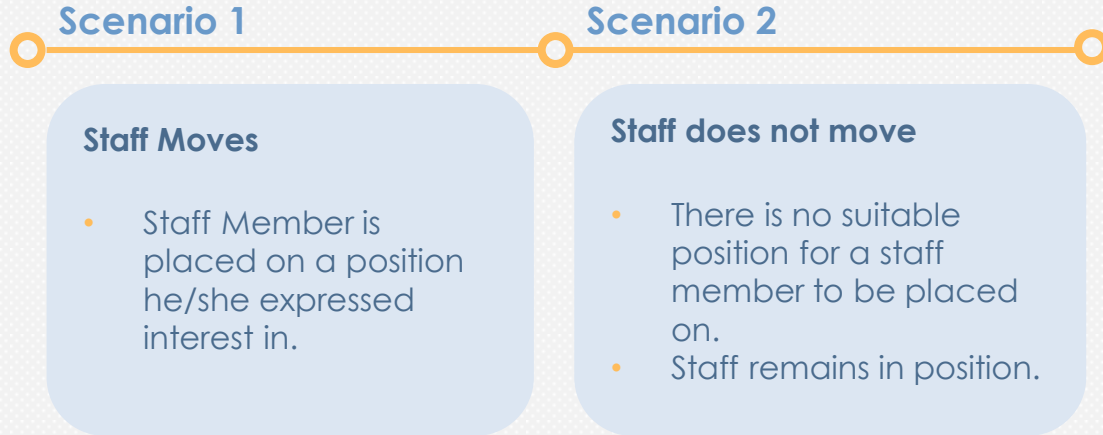


- ★ **ASG/OHRM and Secretary-General** make decisions on placement.
 - ▶ Staff members who will not be placed remain in their position.
 - ▶ Staff members who are not placed but have met maximum occupancy limit are required to participate in the managed mobility exercise one year later.
- ★ Staff are notified **within 14 days** of the placement decision.
- ★ Staff assume new functions **within two months** from the date of notification of the placement decision (August)



What are possible outcomes?

Managed mobility may have different outcomes:





Part 3: Tips and Resources



- ▶ Things to consider
- ▶ Resources for your career development



Things to consider:

- **You don't own the post you are serving on:** You encumber it for a certain period of time. Moving forward mobility is a required element of your career. This is part of your commitment as an international civil servant to the UN as a global organization.
- **Geographic mobility:** Is not mandatory but will be required at some point during your career to be eligible for P-5 positions.
- **Understand your current “mobility status” and career options:** When do you reach your position occupancy minimum or maximum? What are your career aspirations? What do you need to be suitable for other job families in your network? Do you have a geographic move?
- **You have time:** Mobility will become required as of the second year of the implementation of a job network (for POLNET in 2017). This gives you time to plan and adjust.



Resources

Career development tools and resources:

Learning and development is about enhancing the skills and competencies of staff members as a means to meet the changing needs of the Organization.

- ✓ [Career development page](#): overview of career development options.
- ✓ [Career workbook](#): collection of exercises and self-assessments aiming at facilitating self-reflection and career planning
- ✓ [Mentoring](#): enhancing an individual staff member's career development through a collaborative, knowledge-sharing relationship with another staff member who serves as their mentor.
- ✓ [Job-shadowing](#): learning about a particular job by observing another staff member.
- ✓ [Cross-training](#): learning how to do a specific job in order to become professionally well-rounded.
- ✓ [Career coaching](#): can help you gain clarity on what you want to do with your career and how to go about reaching your career goals.

Visit the career pages on the HR Portal: <https://hr.un.org/page/career-development>



Thank You



Gracias
Merci
شكرا

Thank You
Спасибо
谢谢