

**Office of Human Resources (OHR)
Department of Management Strategy, Policy and Compliance (DMSPC)**

Pilot Mobility Programme for GS Staff Members in NYHQ

18 April 2023

AGENDA

I. Introduction of the GS Pilot Programme in NYHQ

II. Process & Timeline

III. Q&A

IV. Slido Poll



Key Elements



Key principles



Target Population

KEY PRINCIPLES

- **Lateral reassignment** of eligible GS staff members in NYHQ to **encumbered positions (no vacant positions are included)**
- Participants who opt-in to the GS Pilot Programme **shall not keep a lien**
- Participants can apply to positions at their current level **across job families** with functions commensurate with their competencies, skills and experience

TARGET POPULATION

Category and Duty Station

- Staff members in the General Service category (**G-4 to G-7***)
- **New York** as official duty station

**Due to limited number of staff members at G1-G3 in NYHQ.*

Minimum Service at Current Post prior to Opt-in

- Staff members who have served a minimum of three (3) years in the current job by the opt-in date of the pilot



Contract Type / Funding Source

- Staff members with fixed-term , Continuing or Permanent appointments
- Position funding - Regular Budget or Support Account

Exceptions / Not Included

Staff members who are currently on:

- SPA
- Special Leave Without Pay
- Temporary assignment within the UN Secretariat
- Secondment/reimbursable or non-reimbursable loan to or from a UN common system organization or other entities

FREQUENTLY ASKED QUESTIONS

If I participate in the GS mobility pilot programme, what benefits do I get?

- Career satisfaction;**
- Develop and acquire **new skills and capabilities;**
- Widen **networks and connectivity;**
- Develop **breadth and depth of experience.**



FREQUENTLY ASKED QUESTIONS

What happens after I take the reassignment at the end of the GS mobility pilot, do I keep a lien?

You will not keep a lien. It is the same as if you accepted an offer through a vacancy job opening.

You will continue to work on the reassigned position. You may also choose to participate in future exercises.

Your appointment status, e.g. permanent/continuing appointment will not be impacted when you participate in the mobility pilot.

FREQUENTLY ASKED QUESTIONS



Yes, it is. You will be able to use an existing candidate profile in inspira and modify. No formal competency-based interview or written assessment is required.

You do not need to be rostered to be considered for a position.

Is the application process similar to the staff selection system?



FREQUENTLY ASKED QUESTIONS

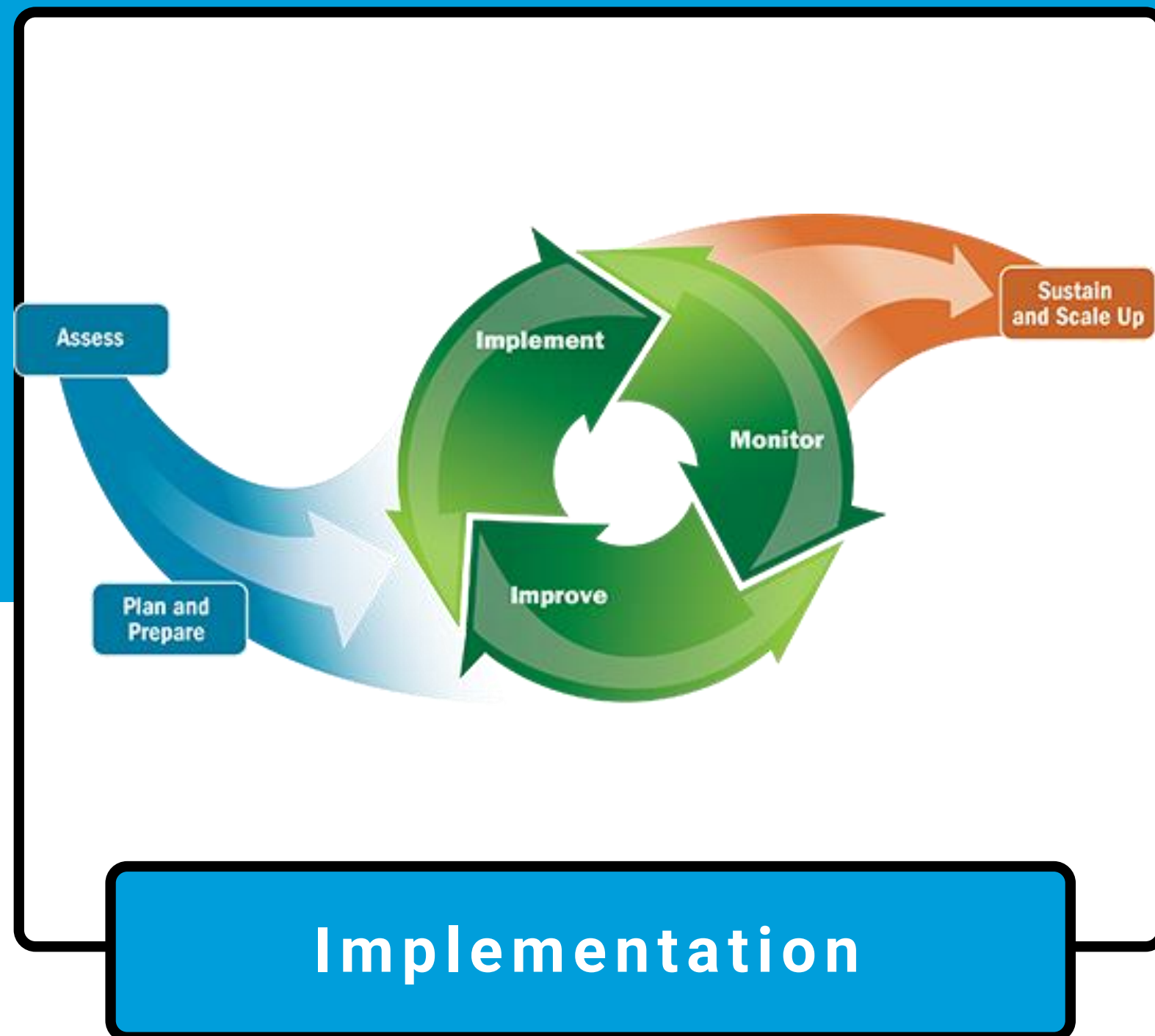
Can I still apply to other positions after participating in the GS mobility pilot?

Yes, you may apply and be considered for vacant positions advertised through the staff selection system.

If you receive both offers, you should decide which position to accept as soon as possible and inform your Executive Office, who will inform OHR.



Next Steps



Implementation



Stakeholder Engagement

**Staff members
Opt-in**

**HR Eligibility
Review**

**Compendium/
Staff members
express interest**

**HR Suitability
Screening**

**Manager
Review**

Matching

Final decision

**Notification /
Staff movement**

20 Apr – 4 May
2023

27 Apr – 2
Jun 2023

5 Jun – 19
Jun 2023

5 Jun – 26
Jun 2023

27 Jun – 11
Jul 2023

12 Jul – 10
Aug 2023

11 Aug – 21
Aug 2023

22 Aug – 21
Sept 2023

- NYHQ GS Staff
member opt-in

- HR eligibility
review

- Entity EO/ HR
preparation of
mobility job
openings

- Issuance of
compendium

- Staff member
expression of
interest in up
to 5 positions

- Entity EO/ HR
suitability
prescreening

- Manager
suitability
review and
ranking

- Matching tool
- Intervention for
unsuccessful
matching

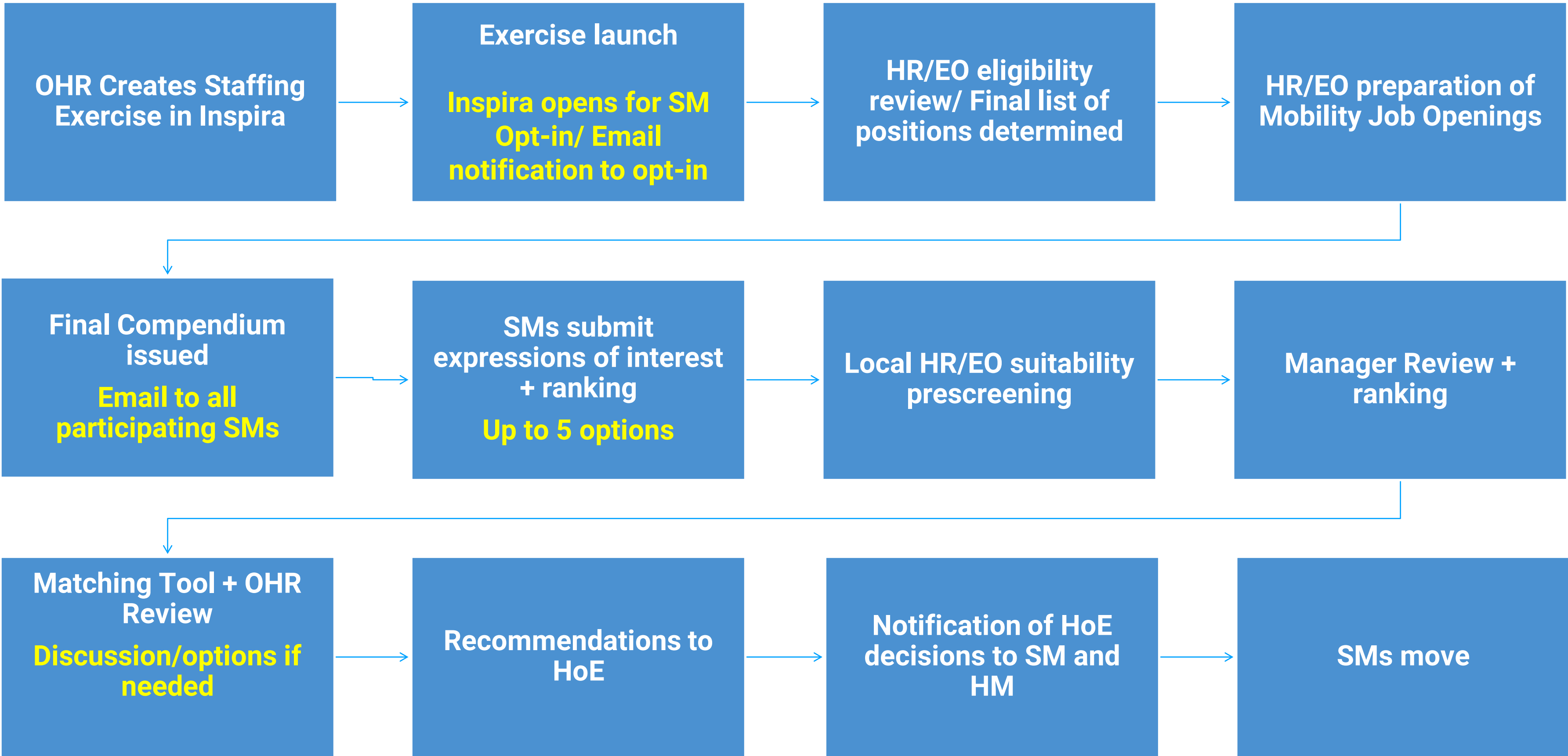
- Entity EO/ HR
submission of
reassignment
recommendation
to HoE

- HoE decision

- Notification to
staff members

- Implementation
of the
placement
decisions/ Staff
movement in 30
calendar days

PROCESS MAPPING



Step 1: Eligible Staff Members Opt-in 20 Apr – 4 May 2023

1 Opt-in notification

Staff members have 2 weeks to opt in to participate in the pilot programme

[Inspira → Main Menu → My Career and Learning → Mobility → My Mobility]

2 Discussion with FRO

Eligible staff members may choose to participate in the pilot programme after discussion with their first reporting officers

3 Inspira Confirmation & Checklist

- Category
- Duty Station
- Contract Type/ Funding Source
- Minimum Service at Current Post Prior to Opt-in
- Situations excluded

Step 1: Eligible Staff Members Opt-in 20 Apr – 4 May 2023

Inspira Checklist

Confirmation Page

Opt-In for Mobility GS Mobility for New York

Thank you for opting in to participate in the mobility exercise.

By clicking the 'Opt In' button, you are confirming your participation in the current mobility exercise.

Please read carefully – To cancel participation of the exercise:

If you DO NOT wish to continue your participation, you MUST cancel participation of the exercise before the opt in window closes. If you DO NOT cancel participation before the opt in window closes:

- You will be required to continue your participation; and
- You may be placed against a position to which you did not express interest.

Questionnaire

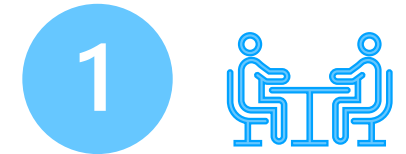
Are you an active D,G, P or FS staff member who holds a Fixed-term, Continuing or Permanent appointment?

Yes No

Have you fulfilled the minimum position occupancy limit of one year of continuous service from the start date in a position to the date of opting in to a mobility exercise?

Yes No

Step 2: HR Eligibility Review 27 Apr – 18 May 2023



Eligibility review

Entity HR/EOs will review the eligibility of the staff members who opt-in to the exercise and put them “in compendium” or “not in compendium”

Step 3: Creating Mobility Job Openings 19 May – 2 Jun 2023

1



Creation of mobility job openings

Entity HR/EOs will create the mobility job openings:

- Evaluation criteria (education, work experience, etc.)
- Language
- Competencies
- Job Fit Questionnaire

PA Posting Preview

 **Mobility**

Mobility Job Opening

Job Code Title	INFORMATION SYSTEMS OFFICER
Level	P3
Department/Office	Department of Operational Support
Duty Station	NEW YORK
Expression of Interest Period	31/03/2023 - 31/05/2023
Position Announcement	NEW

[Global Dynamic Adaptable Workforce](#)

Position announcements are intended only for positions included in the compendium of positions for the SE119 mobility exercise.

Org. Setting and Reporting
Org. Setting and Reporting
This position is located in the Client Support and Special Situations Section (CSSSS) in the Division for Special Activities (DSA) of the Department of Operational Support (DOS) at United Nations Headquarters in New York.

DOS was established to provide operational advisory services to operating entities across the Secretariat, including other departments, offices-away-from headquarters, field missions, and regional commissions.

DSA oversees a range of specialized or cross-cutting operational capacities. A large part of its responsibilities is to support start-up, surge, transition and liquidation requirements and to exercise authority on behalf of entities to which authority has not been granted owing to a lack of capacity or from which authority has been temporarily withdrawn.

CSSSS works with counterparts across DOS and other United Nations entities to effectively and rapidly support the deployment, establishment, transition and liquidation of client entities.

Step 4: Issuance of Compendium & Expression of Interest

5 Jun – 19 Jun 2023



1 Issuance of Compendium

The compendium with all the eligible positions will be issued. The details of the positions included in the exercise will be available to participating staff members



2 Expression of Interest

Staff members will express interest in up to 5 positions by order of preference

- Staff members will be able to copy from their most recent candidate profile in Inspira
- Staff members' two recent performance documents will be uploaded in Inspira



Step 4: Issuance of Compendium & Expression of Interest

5 Jun – 19 Jun 2023

Expression of Interest in Inspira (up to 5 positions, in ranking order)

Position Announcement	Job Title	Job Family	Duty Station	Classification	Preference Rank
212384	GEOSPATIAL INFORMATION ASSISTANT	Information Management Systems and Technology	New York	H	1
212383	ASSEMBLY AND BINDING EQUIPMENT ASSISTANT	Facilities Management	New York	H	2
212382	GEOSPATIAL INFORMATION ASSISTANT	Information Management Systems and Technology	New York	H	3
212381	ASSEMBLY AND BINDING EQUIPMENT ASSISTANT	Facilities Management	New York	H	4
212379	ADMINISTRATIVE ASSISTANT	Administration	New York	H	5

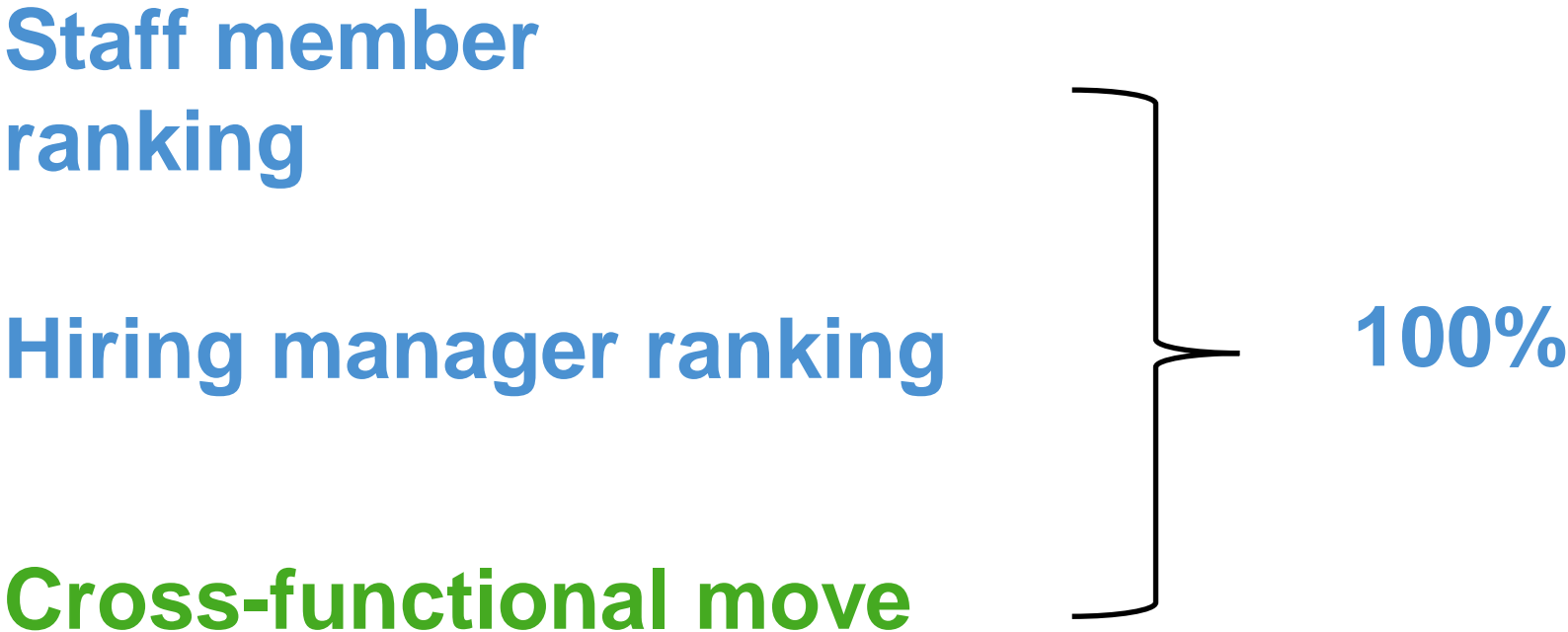
Step 5: HR Prescreening and HM ranking 5 Jun – 11 Jul 2023

-  **1 HR/EO prescreening** Entity HR/ EOs prescreen candidate profiles (3 weeks)
-  **2 Hiring manager evaluation and ranking** Hiring manager evaluation and ranking (2 weeks)
 - No formal assessment. Informal interview may be conducted to evaluate the suitability of staff members

Step 6: Matching 12 Jul – 10 Aug 2023

1 Matching

A matching exercise will be conducted based on staff members' preference and hiring manager ranking, with the support of an automated matching tool



Intervention for Unmatched Staff Members

- In the event that staff members are not matched to a position that they have expressed an interest in, Central HR will provide support.
- Staff members may be placed on another position in the compendium in which they had not expressed interest but for which they are deemed suitable. This shall also apply to staff members who participated in the compendium but did not express interest in any position.
- The final results of matching and intervention for unmatched staff members for an entity will be communicated with the local HR/ EO focal points who can convey the results to the Head of Entity.

Step 7: Reassignment Decision 11 Aug – 21 Aug 2023

Entity HR/ EOs submit the reassignment recommendations to the Heads of Entity.

Considering the reassignment recommendations, heads of entity make decisions to place suitable staff members who participated in the pilot against the positions in the compendium located in their respective entities

Step 8: Reassignment 22 Aug – 21 Sept 2023

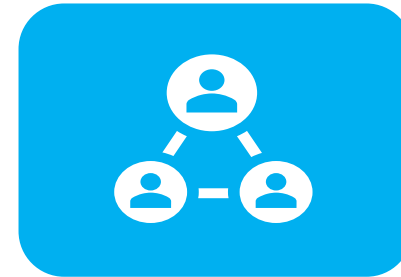
1  **Notification of reassignment decisions**

Staff members will receive Inspira notification on the reassignment decisions

2  **Staff move**

Staff members are expected to take up the assignment within 30 calendar days of the reassignment decision

STAKEHOLDER ENGAGEMENT



Staff Members

Broadcast/ iSeek articles

NY Townhall with GS staff members

5 Jun

Briefing session on expression of interest for eligible staff members who opt-in

HR Portal: <https://hr.un.org/page/gs-mobility-overview>

Inspira tutorial video on step-by-step guidance

FAQs/ gspilotmobilityny@un.org

Q & A

**Thank you, Merci, Gracias,
Спасибо, 谢谢, شكرا لكم**
