



## Junior Professional Officer (JPO) Programme Initiatives

### **JPO Orientation**

First year JPOs will attend an orientation programme for one week at the UNFPA Headquarter in New York. During this week they will receive a comprehensive overview of the work of the different offices of the organization. Additionally, JPOs will have a few days to build their networks with their colleagues at HQ as well as fellow JPOs from UNFPA and other UN agencies in New York City.

### **Dedicated Coach**

UNFPA provides an external coach dedicated to the career and well-being support of our JPOs. The coach gives advice on CVs & application reviews, job interview preparation, career planning and goal setting, career management, skills assessment, learning plans and networking. Additionally the coach provides wellbeing support in dealing with difficult situations/people and discussions at work, communication skills, such as intercultural and cross-cultural matters at work, being assertive/ approaching their supervisor with a difficult topic, work - life management, dual career questions and managing time and stress.

### **JPO Bootcamp**

Second, third or fourth year JPOs attend a five day workshop at the UNFPA HQ in New York, designed to support their career development and prepare them for the post-JPO transition. During this workshop, JPOs gain practical skills and training on career development competencies, learn from former JPOs, meet fellow JPOs (past and current) in the UN System, learn about Inter-Agency hiring practices and expand their professional networks. An interesting tool for potential candidates who are interested in applying for a job with UNFPA and the UN Common System is our UNFPA Career Guide, which can be found here:

<http://www.unfpa.org/resources/career-guide-unfpa-staff-members>

### **Mentoring Programme**

The JPO Mentoring Programme is usually introduced about six months into the JPO's assignment so they have a chance to familiarize themselves with their new working environment. After six months, the JPO determines the support they need, whether it's a thematic area or career support. After that they are matched with a mentor. The JPO and their mentor speak once a month for the duration of one year initially.

### **JPO and Manager Surveys**

JPO and Manager surveys are conducted to get a sense of what is working well and which areas need improvement. The surveys help to get a better understanding of the support needed, both for the JPOs and their respective managers. Based on the results, needs have been identified to strengthen the managerial support to the JPOs as well as the on-boarding process. JPO Managers are provided with webinars including themes such as expectations of the JPO Programme, Manager as Coach and JPO training and development. JPOs are given the opportunity to participate in webinars on Cross-Cultural Communication, Stress Management and Dual Careers.

### **On-boarding**

Based on surveys from past years, the on-boarding information for both UNFPA JPOs and managers are currently being elaborated, allowing for a stronger JPO experience.