

## STANDARD OPERATING PROCEDURES FOR RECRUITMENT ON TEMPORARY JOB OPENING (TJO)

**Note: In accordance with Staff Selection System as established in the [ST/AI/2010/3](#) which integrates the recruitment, placement, promotion and mobility of staff within the secretariat.**

### **1. STEP 1: UN-HABITAT HUMAN RESOURCES AND TRAINING UNIT (HR&T)**

- 1.1. UN-Habitat HR & T Unit informs the Hiring Office once the classification notice is received and sends a copy of the classification notice;
- 1.2. UN-Habitat HR & T Unit requests the Hiring Office for the following information in order to launch the TJO in INSPIRA
  - 1.2.1. A soft copy of the Inspira JO-TJO Template attached
  - 1.2.2. A minimum of one screening question from a list provided (eliminating question). Refer to the list of Screening Questions and JFQ Quick Guide (attached)
  - 1.2.3. The name of the Hiring Manager
  - 1.2.4. The type of post (regular or project)

*Note: For TJOs, the Hiring Office is responsible for creating the draft in INSPIRA. However, the UN-Habitat HR & T Unit creates the drafts on behalf of most offices especially for the offices away from the duty station as some office personnel are hired through UNDP, UNOPS, CTG etc. and cannot be given access to Inspira.*

- 1.3. UN-Habitat HR & T Unit approves and posts the TJO in INSPIRA.
- 1.4. UN-Habitat HR & T Unit sends an email to the Hiring Office to inform the TJO has been posted.

### **2. STEP 2: UN-HABITAT HIRING OFFICE**

- 2.1. The Hiring Office receives and reviews the automated pre-screened applicants for further evaluation and prepares a longlist of applicants who appear most qualified for the TJO;
- 2.2. The Hiring Manager assesses the longlisted candidates, evaluates, shortlists and recommends candidates by using any of the following methods;
  - 2.2.1. Desk Review
  - 2.2.2. Tests (written or technical assessment)
  - 2.2.3. Competency-based Interviews

*In case the Hiring Office chooses the 2.2.2. Tests and 2.2.3. Competency-based Interviews, they need to establish a panel to review the results.*

### **3. STEP 3: UN-HABITAT HUMAN RESOURCES & TRAINING UNIT**

- 3.1. The UN-Habitat HR & T Unit provides the following information/documentation to the Hiring Office for processing of the selected candidate;
- 3.1.1.1. Selection Memo Template (attached).
  - 3.1.1.2. Request for Personnel Action (RPA) (attached).
  - 3.1.1.3. Checklist

### **4. STEP 4: UN-HABITAT HIRING OFFICE**

- 4.1. The Hiring Office submits the following documents to the UN-Habitat HR & T Unit for further processing;
- 4.1.1.1. Selection Memo
  - 4.1.1.2. Request for Personnel Action - RPA (duly complete & signed) -
  - 4.1.1.3. Interview Panel Report (in case interviews were held)

### **5. STEP 5: UN-HABITAT HUMAN RESOURCES & TRAINING UNIT**

- 5.1. UN-Habitat HR & T Unit reviews the recruitment documents and submits to the Organisation Management Budget Administrator (OM Budget Admin) for verification of budget and position number.
- 5.2. The UN-Habitat HR & T Unit signs the selection memo and submits to the Director/MOD for review/signature
- 5.3. For G – NO positions, UN-Habitat HR & T Unit forwards the recruitment documents to the Director, Management Advisory and Compliance Service (MACS)
- 5.4. For P2 – D2 positions, UN-Habitat HR Office forwards the recruitment documents to the Office of the Executive Director for action/approval through the Director, MACS
- 5.5. UN-Habitat HR & T U selects the recommended candidate in INSPIRA
- 5.6. UN-Habitat HR & T U prepares the submission memo, scans the recruitment documents and forwards to Talent Management Centre (TMC) UNON for onboarding process

***Note: UN-Habitat HR & T U is responsible for guiding, monitoring and following up with the responsible offices and providing feedback to the hiring office.***

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#### **Attachment to SOP**

- [Inspira JO-TJO Template](#)
- [Screening Questions](#)
- [JFO Quick Guide](#)
- [Request for Personnel Action \(RPA\) Template](#)
- [Selection Memo Template GS and NO](#) , [Selection Memo Template P2 and above](#)
- Staff Selection System as established in the [ST/AI/2010/3](#) Link