




UNDP/ADM/98/79
29 December 1998

To: All UNDP Staff

From: 
Deborah Landey
Director
Office of Human Resources
Bureau for Planning and Resource Management

Subject: UNDP Job Shop

To implement the UNDP 2001 mandate, BPRM/OHR has introduced a number of strategic initiatives this year to support operational units on matters relating to human resources management, consistent with corporate policies and standards. In our advisory role, BPRM/OHR continues to create simple, cost-effective tools to help management ensure that the right person with the right competencies is in the right place at the right time. This circular announces the launching of the **UNDP Job Shop** effective 1 January 1999—a new recruitment tool that will improve the effectiveness of UNDP hiring units, including country offices, in the recruitment of international staff.

1. Over the past year, in keeping with UNDP 2001, BPRM/OHR has been partnering with management to bring about a significant shift in the way UNDP hires international professional staff members. Subject to current hiring restrictions, and the appropriate clearance procedures through the post vacancy management (PVM) system, operating units are now more firmly in control of their own recruitment activities: sourcing, screening and selection of candidates. BPRM/OHR continues to provide advice to management in setting recruitment strategies, ensuring that corporate policies and standards of fairness and competitiveness are met and providing tools and guidance to facilitate and quickly mobilize external personnel.
2. In this regard, I am delighted to announce the launching of the UNDP Job Shop—a new hiring tool that will transform the way UNDP recruits personnel. Located on the UNDP Internet Website (www.undp.org), the UNDP Job Shop will provide hiring units, including our country offices, with a quick, easy-to-use means for publicizing international professional positions. Vacancy announcements on the UNDP Job Shop will reach a wider audience with greater efficiency and at no additional cost to the hiring unit. The UNDP Job Shop will also help ensure a more open and competitive recruitment process. In this regard, it will help address a growing concern of our stakeholders for greater transparency in the recruitment of candidates.
3. The UNDP Job Shop will enable management to harness the power of the Internet to identify and more quickly engage the best available expertise. UNDP country offices and stakeholders are encouraged to explore ways to link the UNDP Job Shop with local NGOs, think

tanks, universities and other potential sources of outstanding personnel. For UNDP offices in countries in special development situations, linkages will also be established with international organizations that can provide personnel with proven emergency experience.

4. For these reasons, and to maximize the full potential of the UNDP Job Shop, we are requesting that all international and Headquarters-based professional positions open for external recruitment, be posted on the site. This requirement will be phased in for UNDP country offices as and when Intranet/Internet connections are introduced.

5. The UNDP Job Shop has been developed and reviewed by a number of staff members from various hiring units at Headquarters, including Executive Officers and Human Resource Advisers, and the response has been overwhelmingly positive. The UNDP Job Shop has also been tested by UNDP country offices in Yemen, Morocco, Slovakia and El Salvador.

6. Here is how the UNDP Job Shop will work. Upon obtaining clearance for recruitment, the hiring unit will create a job vacancy announcement by accessing the UNDP **Intranet Database Administration**, then selecting Job Shop located under Corporate Applications. An on-line UNDP Job Shop User Guide and help screens are available to make the creating of a job announcement fast and simple. Once completed, the job announcement is electronically transmitted to OHR/Recruitment for clearance and posting on the UNDP Job Shop Internet site for up to three weeks. OHR/Recruitment will administer the UNDP Job Shop and be available to answer questions regarding its usage.

7. Potential candidates with access to the Internet will be able to view UNDP job vacancies open to external recruitment. Assignments to countries in special development situations are specifically identified. To apply, a candidate would complete the on-line job application and, following the instructions, forward it electronically, along with a curriculum vitae, to the designated hiring unit. The UNDP Job Shop will automatically generate an E-mail confirming receipt of the application by the hiring unit. An interested candidate would be required to submit a separate application for each position.

8. To assist the hiring unit in the review and short-listing process, basic information on each candidate will be captured on an on-line matrix of candidates produced for each job vacancy.

9. OHR/Recruitment has held two briefing sessions with likely users of the UNDP Job Shop at New York Headquarters and will continue to train and advise hiring units on its various features.

10. The UNDP Job Shop is not intended to replace all other means for recruitment of international staff members into UNDP. We recognize that there will be some potential candidates without easy access to the Internet and that a few UNDP country offices will not be on-line until some time in 1999. In this regard, BPRM/OHR will continue to work closely with hiring units to assure the most suitable recruitment strategy.