Reference: 2021/01 - Consultant - Job Classification Training

Deadline for applications: 19 March 2021

Location: Home-based

Type of contract: Consultant

Duration: 3 months over the period between 15 April through 30 September 2021

Languages required: English, knowledge of French or Spanish will be an asset

Context:

Job classification training in the UN common system organizations has mainly been conducted by the ICSC secretariat or by consultants familiar with the ICSC job classification standards through on-the-ground workshops. Given technological advances and need for qualified staff in this area from the common system organizations, there is a need for consistent, cost-effective, on-demand job classification training to meet the strategic workforce needs of the common system organizations.

The ICSC is looking for a consultant to support the development of materials that will form the basis for a self-paced on-demand job classification e-learning course for various user levels within the United Nations common system organizations, ranging from staff-at-large who need to have a broad understanding about job classification in the UN common system context, to HR job classification specialists who are responsible for classifying jobs in their organizations.

Responsibilities

Under the overall direction of the relevant officer(s) in the Human Resources Policies Division (HRPD), the consultant will:

1. Contact the respective focal points for job classification in the common system organizations to understand their needs and how they currently train their staff in the area of job classification, assessing their overall experience in terms of impact and any areas for improvement.

2. Compile an inventory of existing job classification training resources used by the organizations, developed in-house or otherwise, including any preexisting courses (e-learning or physical), multimedia and printed resources or other reference materials.

3. Compile an inventory of sample job descriptions across different staff categories and occupational groups in the common system that have been evaluated based on the current ICSC standards.

4. Analyse how the common system organizations utilize generic profiles in their job classification processes along with the Master Standard and the Grade Level Descriptors, identifying areas of commonality.
5. Seek information on any technical platforms used for the dissemination of any existing multimedia-based job classification e-learning courses by the common system organizations and assess opportunities to leverage for system-wide course delivery.

6. Evaluate the materials used by the common system organization in terms of quality, clarity and consistency with the ICSC job classification standards as well as adaptability across the common system organizations, identifying any good practices.

7. Develop in PowerPoint or other similar tool, the proposed outlines and content for the interactive e-learning modules incorporating and/or adapting any existing materials and/or designing new material as needed, ensuring logical sequencing of content. The material should be impactful, engaging, and fully comply with the ICSC job classification standards.

**Deliverable(s)**

1. Regular summary of progress and any areas for further discussion or action by the HRPD focal point or ICSC secretariat.

2. Evaluations of the sample job descriptions using the Grade Level Descriptors and the Master standards, highlighting rationale for each factor, which will be integrated into the e-learning module illustrations (~30).

3. Analysis of commonalities in the use of generic profiles within the common system organizations, highlighting good practices.

4. Proposed outline structures of modules and associated content, including exercises to be used within the course.

5. Proposed assessment tools to be used within the course to evaluate the level of understanding of the learner.

**Qualifications and experience required:** Degree in Human Resources or related field with knowledge of organizational and job design and job analysis. Expert level knowledge of the ICSC job classification standards.

Wide experience in applying the ICSC job classification standards for the General Service and Professional and Higher categories of staff (both Grade Level Descriptors and New Master Standards). Experience in designing engaging and educational training material for a variety of audiences from novice to expert level is an advantage.

Interested candidates should email a cover letter and an updated Curriculum Vitae to icsc-dropbox@un.org by COB, 19 March 2021, quoting the reference number (2021/01) in the subject line.

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