



# Career Lab: Career Development & Mobility

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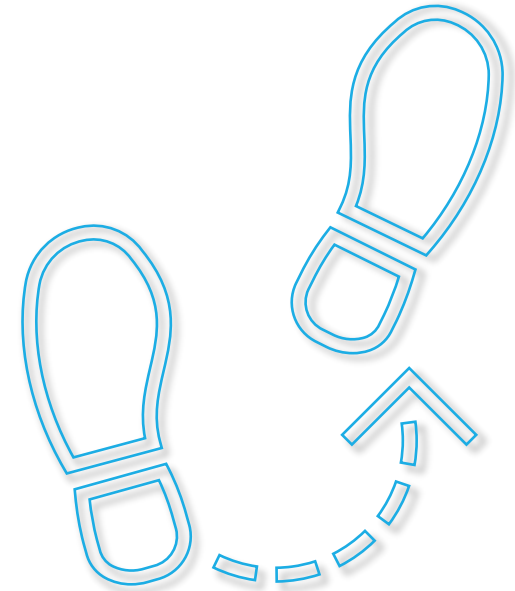
## Have you consciously planned your career journey?

- 1) Yes, I have a plan
- 2) Yes, I have a plan – and I'm setting goals for myself and taking steps to follow it
- 3) Not really...



UNDP defines a modern career as ***a complex, growth-oriented and multi-directional sequence of experiences and opportunities in an individual's professional life.***

As such, a career is defined in terms of a portfolio of enriching and diverse experiences rather than as linear progressions.





*Why bother with career management?*



Two key documents underpin career management in UNDP

- Career Management Framework
- Mobility Policy

How familiar are you with these?

- 1) I have read the documents!
- 2) I have heard about them
- 3) All new to me...

Focus Area 6

**CREATING A REWARDING  
CAREER EXPERIENCE**







# Career Management Framework

#NextGenUNDP

- The Career Management Framework **provides guidance to UNDP's entire workforce** on how to manage their career journeys and growth experiences in UNDP.
- **Four career management principles**
  1. Continuous, experienced-based learning
  2. Shared responsibility for career management
  3. Importance of depth and breadth of expertise
  4. Strategic mix of entry points into UNDP

Focus Area 6

**CREATING A REWARDING  
CAREER EXPERIENCE**





## Career Streams And examples of Job Roles

### Career Tracks

#### Corporate Operations

#### Policy / Programme

#### Managerial and Executive

ICS 11-14/P4-5/NOD, D1-2 and above

E.g., Central Bureau Director/Deputy Director  
Independent Office Director/Deputy Director

E.g., BPPS, CB and Regional Bureau Director/Deputy Director  
Regional Hub Director/Deputy Director  
Resident Representative/Deputy Resident Representative

#### Professional / Expert

ICS 8-14, P1-7/NOA-NOD, D1-2

E.g., Analyst, Specialist, Advisor, and Team Leader roles in the corporate operations career streams:

- Audit & Investigations
- Finance and Budget
- General Administration
- Human Resources
- Information Technology
- Legal
- Monitoring & Evaluation
- Partnership Building
- Procurement
- Public Relations & Communications
- Resource Mobilization
- Risk Management
- Strategic Planning
- Safety & Security

E.g., Policy Analyst, Technical Specialist/Advisor, Programme Analyst, Portfolio Specialist and Chief roles in the thematic career streams:

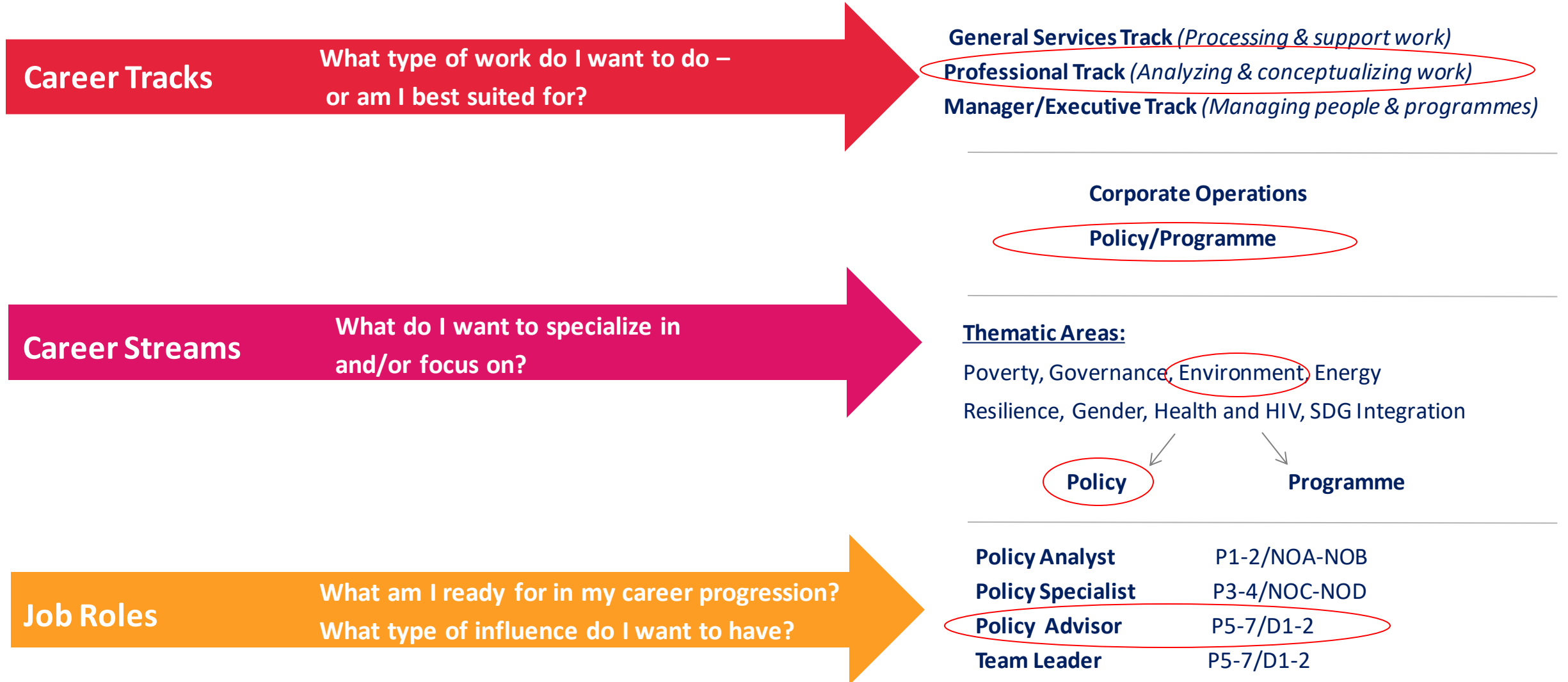
- Environment
- Energy
- Gender
- Governance
- Health and HIV
- Poverty
- Crisis Prevention and Resilience
- SDG Integration

#### General Service

ICS 1-7/GS 1-7

E.g., Driver, Executive Assistant and Associate roles in each of the corporate operations areas

E.g., Programme / Policy Assistant and Associate roles





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# Mobility Policy

## What does Mobility mean to you?

- 1) Moving to a new duty station
- 2) Moving to new a new team in the same duty station
- 3) Moving to a new position in the same team
- 4) Moving to another UN Agency
- 5) Something else?

**Mobility** in UNDP is defined as periodic moves of staff to a new position within the same or different occupational group/functional area, laterally or to a different level, within the same or different duty station.

**Types of mobility** include:

- *Geographic mobility* is movement of staff between different duty stations, in most situations requiring movement to a different country.
- *Functional mobility* is movement of staff between positions in the same or different occupational group/functional area, whether geographically or not.
- *Inter-agency mobility* is movement of staff to another Fund, Programme or Agency in the United Nations Common System, through a secondment, loan or transfer.



## When did it come into effect?

- Effective as of 1 January 2021. The policy has been phased-in over a transition period, allowing staff to have enough time to move to their next position.

## Why Mobility Policy?

- People for 2030: Mobility as part of a new people management system to help staff reach their full potential
- Two-fold objective:
  1. for UNDP to be able to deploy staff in an agile manner;
  2. for staff to have rewarding careers, building professional experiences in different operating environments and contexts.



## To whom does Mobility apply?

- The policy establishes that all International Professional (IP) staff are mobile.
- It also establishes that most international professional positions have a mobility requirement, i.e., the staff on these posts are required to periodically move to other positions.
- Note: The following IP positions do not have a mobility requirement:
  - Highly specialized / unique positions, usually in corporate areas in HQ (e.g., Treasury).
  - **Development project positions in all duty stations.** The duration of assignment in such posts is aligned with that of the project.
- All IP staff have been/will be shortly informed of their position's mobility designation.



## What does Mobility mean in practice?

- If you are an IP staff in a position with a mobility requirement, **you will be required to move** to a new position once you reach the ***maximum duration of assignment***
  - 7 years in H, A, B, and C duty stations (RR/DRR duration of assignment in A/B/C is 4 years)
  - 2 years in D/E duty stations, with two maximum consecutive assignments in D/E (total maximum of 4 years)
- You may move earlier but not until you have served your ***minimum duration of assignment*** (2 years in H/A/B/C duty station; 1 year in D/E duty station).
- Movement can be within the same duty station or to another one (exception: after max 4 years in D/E duty station, one must move to a H/A/B/C duty station).
- While the Mobility Policy applies to IP staff only, and only staff on certain positions are ***required*** to move, all staff are ***encouraged*** to be mobile and gain diverse experiences as much as possible.



## What can I do to find my next assignment?

- Search for jobs at [UNDP Jobs](#) and apply (all IP FTA positions are advertised internally first).
- Find short-term opportunities, e.g., through the Virtual Detail Assignment Programme.
- Strengthen or broaden your skills and competencies through learning and development offerings.
- Make use of resources such as Career Labs on CV writing and interview skills.
- Network and participate in the mentoring programme.
- Bring up your career aspirations in conversations with your People Manager (e.g., in the context of Annual Goal Setting).
- If you are an IP staff on a position with a mobility requirement and you have exceeded your maximum duration of assignment, the Organization will provide additional support for you to find your next assignment, e.g., through providing on-demand career services.

**Remember: ultimately YOU are in charge of your career**



# Overview of UNDP Career Development Services

#NextGenUNDP

# Overview: Career Development & Experience





OHR/Talent Development Unit

# Career Development Solutions

We offer a rich set of services to support personnel throughout their career

Learn more >



[UNDP Career Management Framework](#)



[UNDP Global Mentoring Programme](#)



[Career Development Plan Tool](#)



[Career Conversations Toolkit](#)



[UNDP SPARK Programme](#)



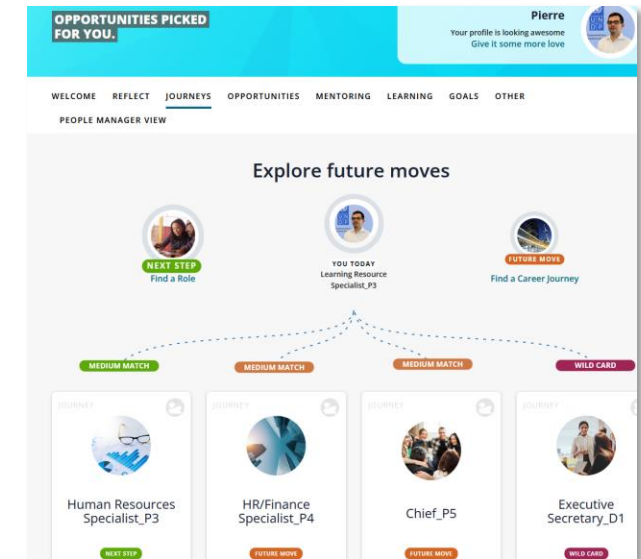
[Virtual Development Assignment Programme](#)



[UNDP Career Journey Podcast](#)

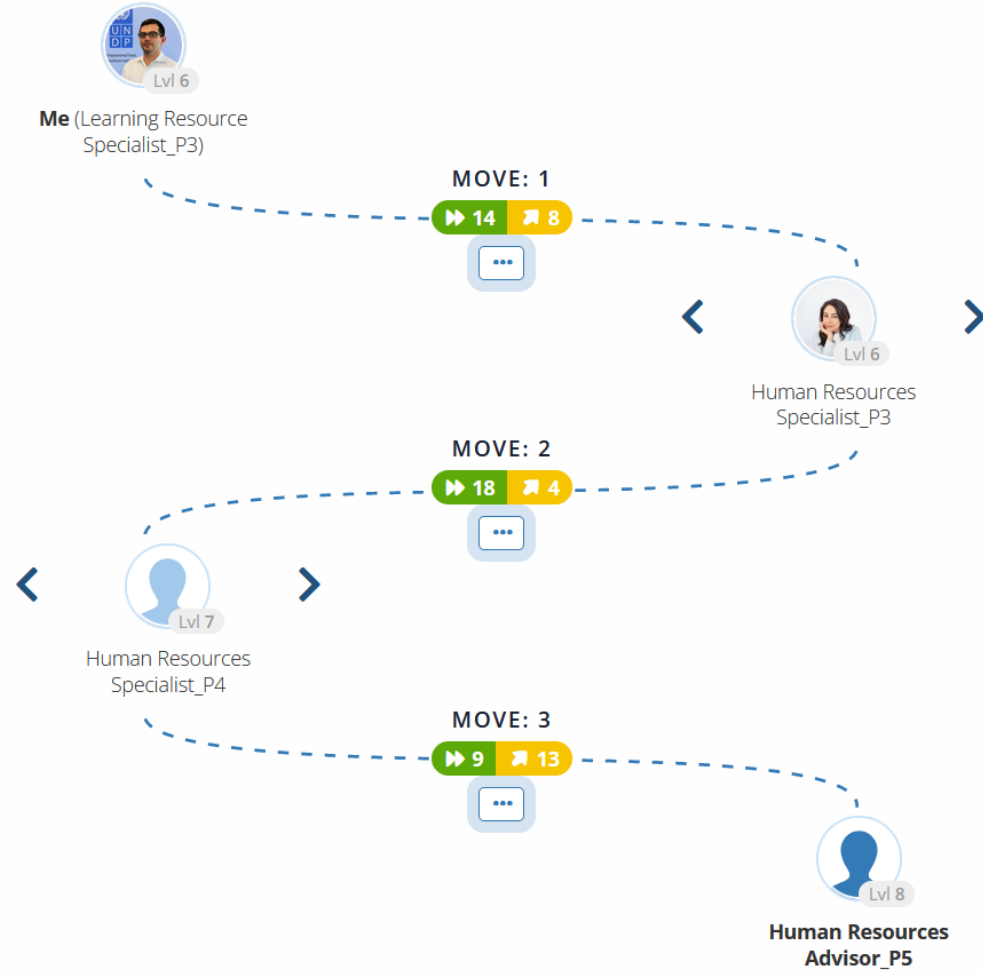
## Fuel50 – Your Talent Mobility Platform at UNDP with 6500 users :

- **Create your Career Pathing**
  - Suggested Career paths based on your skills and career plan
  - Smart matches for internal roles
- **Skills Gap Analysis**
  - Shows what skills need to be developed
- **Feedback on your competencies**
  - Available peer-to-peer or Manager feedback Learning and Action Plan
  - Managing skills development and resources
- **Virtual Assignment opportunities**
  - Join a Virtual Development Assignment (VDAP) or get support for your project
- **Find Mentor or become one!**
- Suggested matches based on your role/competencies/Career objectives



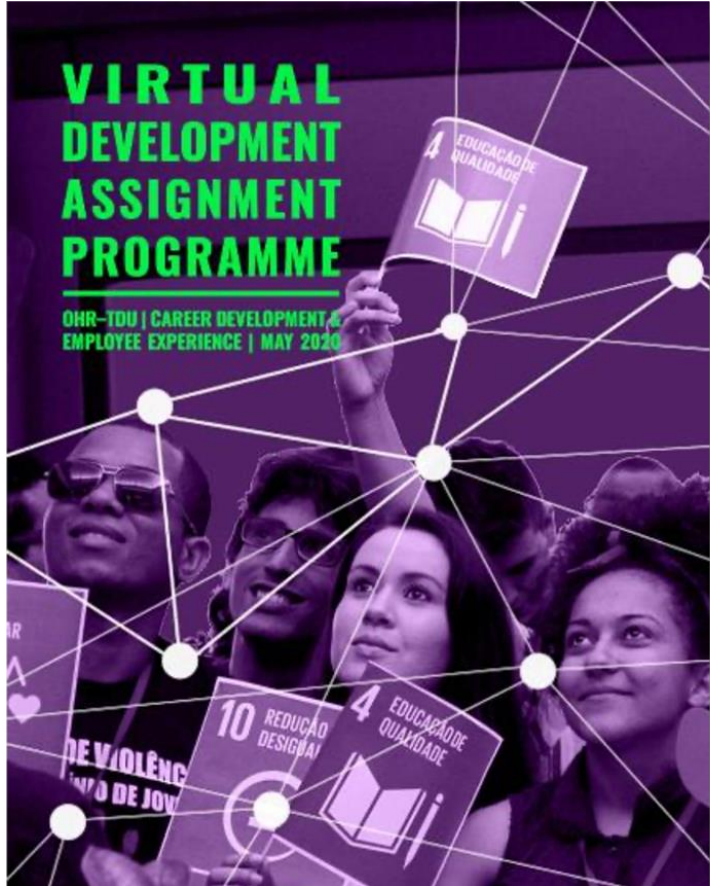
[Learn more >](#)

## Learning Resource Specialist\_P3 → Human Resources Advisor\_P5





# Virtual Development Assignment Programme (VDAP)



- An experiential virtual assignment which allows all UNDP personnel to engage in on-the-job learning through working remotely on a UNDP project outside their country office or bureau for 5 hours a week for 4 months.
- We rolled out virtual development assignments to 49 UNDP personnel through 19 projects.
- VDAP Projects – Focus areas
  - ✓ Administrative & Operational Support
  - ✓ Communications, Public Information & Partnerships
  - ✓ Data Management & Recovery
  - ✓ Digital Transformation
  - ✓ Emergency Crisis response
  - ✓ Entrepreneurship
  - ✓ Finance
  - ✓ Human Resources
  - ✓ Innovation
  - ✓ Justice & Legal
  - ✓ Policy & Programme Management

[Learn more >](#)



# CAREER LABS

In 2022, the OHR Talent Development Unit successfully delivered 34 career development webinars, Career Labs to UNDP personnel with sessions in English, French and Spanish. The sessions were conducted in cooperation with our key partners.

## DATA



10429

TOTAL REGISTRATIONS



3380

LIVE PARTICIPANTS



34

VCL SESSIONS IN ENGLISH, FRENCH & SPANISH



92%

SATISFACTION RATE



138

COUNTRIES ATTENDING LIVE SESSIONS



802

NUMBER OF RECORDING VIEWS



28.4%

BUREAU WITH HIGHEST NUMBER OF PARTICIPANTS: RBA



425

HIGHEST NUMBER OF LIVE PARTICIPANTS - HOW TO WRITE A SUCCESSFUL CV



63%

GENDER DISTRIBUTION  
FEMALE: 63.1%  
MALE: 36.9%



1128

HIGHEST NUMBER OF WEBINAR REGISTRATIONS - PREPARING FOR COMPETENCY-BASED INTERVIEWS



# CAREER LABS

## 2023 LIBRARY

In 2023, we will offer 30 career development webinars on themes such as managing your career, managing people, networking, application and interview preparation.

Open to all UNDP personnel!

[Learn more >](#)

**12 Apr**  
Influenciar, persuadir, negociar  
(SPANISH)

**13 Apr**  
Influencer, persuader, négocier  
(FRENCH)

**11 May**  
Proactive job search model

**25 May**  
How Artificial Intelligence can help you  
develop and grow your career

**06 Jun**  
Taking the Zig Zag Route. Why you  
should embrace nonlinear career paths.

**12 Jun**  
Cómo escribir un CV exitoso (SPANISH)

**13 Jun**  
How to write a successful CV

**13 Jun**  
Comment rédiger un CV réussi (FRENCH)

**13 Jun**  
Preparandose Para una Entrevista  
Basada en Competencias (SPANISH)

**14 Jun**  
Why mentoring is a  
powerful resource for career  
development

**14 Jun**  
Pourquoi le mentorat est  
une ressource puissante  
pour le développement de  
carrière (FRENCH)

**15 Jun**  
Por qué el mentoring es un  
poderoso recurso para el  
desarrollo profesional (SPANISH)

**15 Jun**  
Preparing for Competency-  
Based Interviews

**15 Jun**  
Préparation aux entretiens  
basés sur les compétences  
(FRENCH)

**27 Jun** Gain Visibility in a  
How to Gain Visibility in a  
Hybrid Workplace



# CAREER WEEK



More to come

UNDP's first ever Career Week  
12 – 16 June 2023.

# UNDP Global Mentoring Programme

217 relationships in 2022, 300 mentors registered: **Become a mentor, a mentee, or both!**

## Duration of the mentoring relationship



6 months

## Frequency of meetings



2 times the first month -> 1 time per month

## Length of meetings



30-60 minutes per session

## Eligibility



**Mentee:** All UNDP Personnel

**Mentor:** UNDP personnel (FTA, TA or PSA holder) with more than 5 years experience

[Learn more >](#)







# CAREER JOURNEY PODCAST



**Meet Francine Pickup, the UNDP Resident Representative in Serbia**

[Learn more →](#)

**UNITED NATIONS CAREER JOURNEY PODCAST**

**Hear from Margaret Jones Williams, DRR UNDP Suriname**

*EPISODE WITH MARGARET JONES WILLIAMS*

**UNITED NATIONS CAREER JOURNEY PODCAST**

**Hear from Paul Anderton, HR Manager Leadership Development**

**Meet Karma Raptan, Tech Specialist, UNDP Regional Hub Bangkok**

The United Nations Career Journey Podcast shares the stories of people who work for the United Nations system. Meet professionals of all levels and learn what they do each day to create a more sustainable, peaceful and just world. They share what keeps them motivated and how they keep learning and developing on the job. +6500 listeners enjoyed our 37 podcasts so far. Tune in today!

[Learn more >](#)





**QUESTIONS?**



**Thank you!**  
**Gracias**  
**Merci**  
شكراً

For any further questions, reach out to us on:

**E-mail:** [career.development@undp.org](mailto:career.development@undp.org)

**Yammer:** Career Development & Experience

Or visit our intranet page on:

<https://undp.sharepoint.com/teams/TalentDevelopmentHub>