United Nations Development Programme



Duty Station User Manual JPO Request System www.jposc.org

The main purpose of this **online JPO request system** is to streamline the process of recruitment and placement. ToRs can now be directly completed and registered on-line. The JPO SC will then immediately check the contents of the ToR and if no clarification is required, the ToR will be made available to the relevant Regional Bureau to be validated and prioritized.

All Duty Stations will be able to view the status of requests at any given time. Since all donor countries also have access to this system, they will be able to view what JPO positions are available, as soon as the Regional Bureau has endorsed the relevant ToR.

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Welcome to the on-line Demand & Supply system.	
ToR's are entered on-line by the duty station(s).	
Once entered the duty station can monitor the status of their request(s).	
The Regional Bureaus will on-line endorse and prioritise the requests of the respective duty stations.	
The Regional Buraaux can monitor the requests from the duty stations within the region.	
Once endersed and prioritised the requests will be available for Donor Countries to view. In case of Donor interest the Donor can contact J	PO Service Centre.
Please use the fields below to login to the system.	
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Login Screen

1. Please login with your supplied **user-name** and **password**. Please contact the administrator if you have not been supplied with a password.

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The Supply & Demand system	
The main purpose of this "online JPO request" system is to streamline the process of recruitment at JPO SC will then immediately check the contents of the ToR and if no clarification is required, the To prioritized	nd placement. TaR's can now be directly completed and registered on-line. The R will be made available to the relevant Regional Bureau to be validated and
At Duty Stations will be shife to view the status of requests at any given time. Since all donor countrie positions are available, as soon as the Regional Bureau has endorsed the relevant ToR.	s also have acrees to this system, they will be able to view what JPO
Submission of JPO Request	
It is essential that the ToR that's being submitted is completed correctly. Two sample ToRs are avail the headings throughout the ToR. Please note that if a ToR is not completed correctly, this will lead t available for validation and prioritisation by the Regional Bureau and consequently for the Donor Cor	lable under "relevant links". Help bada will appear on mouse-over on most of o considerable time-loss for the Duty Station because the position will not be intries.
Click the tab New ToR for submitting a new ToR. Click the tab Request for JPOs for overview and status of already submitted ToRs from your Duty St Click the tab Corrent JPOs in your Duty Station for overview of JPOs currently working in your Duty St	ation.
Relevant Links	
ToR example 1	
(c) http://post.web.aparte.dv/TorColine/index.asp	internet

Start Screen Duty Station

This screen will provide you with information on the content and use of this system. There are 3 main "action" tabs:

- **1. New ToR** for submitting a new ToR.
- 2. Request for JPOs for overview and status of already submitted ToRs from your Duty Station.
- **3. Current JPOs at your Duty Station** for overview of JPOs currently working in your Duty Station.

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TERMS OF REFERENCE Junior Professional Officers (JPO)	
Junior Professional Officers (JPO)	
Please indicate if this ToR supersedes a previously submitted ToR	
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Title	
General Information:	
Restor of Level 9. Programme Management Officer / Governance and human rights	
Selecthere.	
Country:	
Select Country	
Location (rity):	
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I. Supervision:	
Name of Supervisor:	
Title of Supervisor:	
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New ToR

1. Complete all the fields, help texts are available on mouse-over on most of the headings.

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VI. Background Information:		
	*	
Please attach Organigramms:		
VII. Information About LLAring Conditions at the Duty Station		
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Approved by:		
Name:		
789.		

Uploading the organigram

- 1. One of the fields is an upload field. Click **upload** to attach the organigram.
- 2. The window below will appear. Click **Browse** to select the relevant file.
- 3. Click **upload** to attach the file to the ToR.

Up	load Organigram	
	lick on "Browse" to locate organi	gram 2
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	upload	
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Submit ToR

1. After having completed all fields, please click on **submit** button and the ToR will be stored in our database.

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Request for JPOs

- 1. When you have submitted the ToR, then the screen will change to the **Requests for JPOs** screen. Here you will be able to see all submitted ToRs, including the one you just completed.
- 2. When you click on +, you will be able to see and monitor the status of your request(s).

Current JPO's in your Duty Station

1. This feature provides you with an overview of JPOs currently working in your Duty Station.