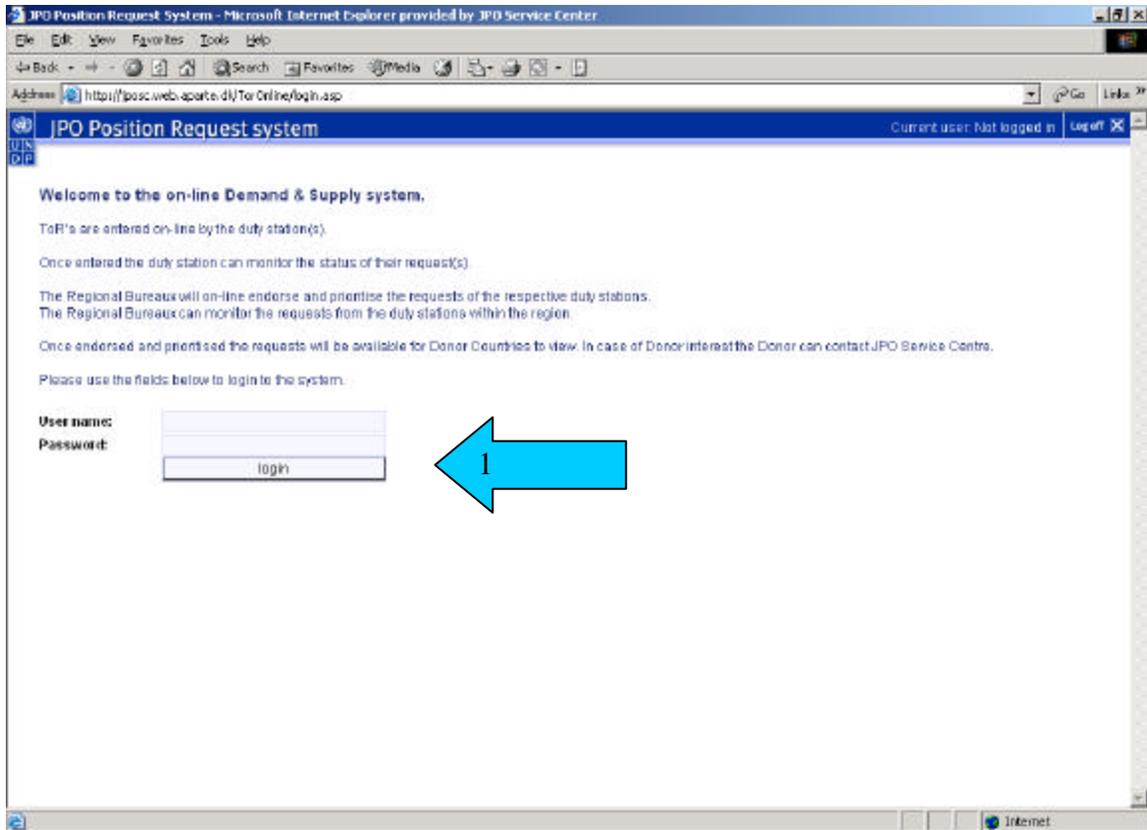




Duty Station User Manual JPO Request System www.jposc.org

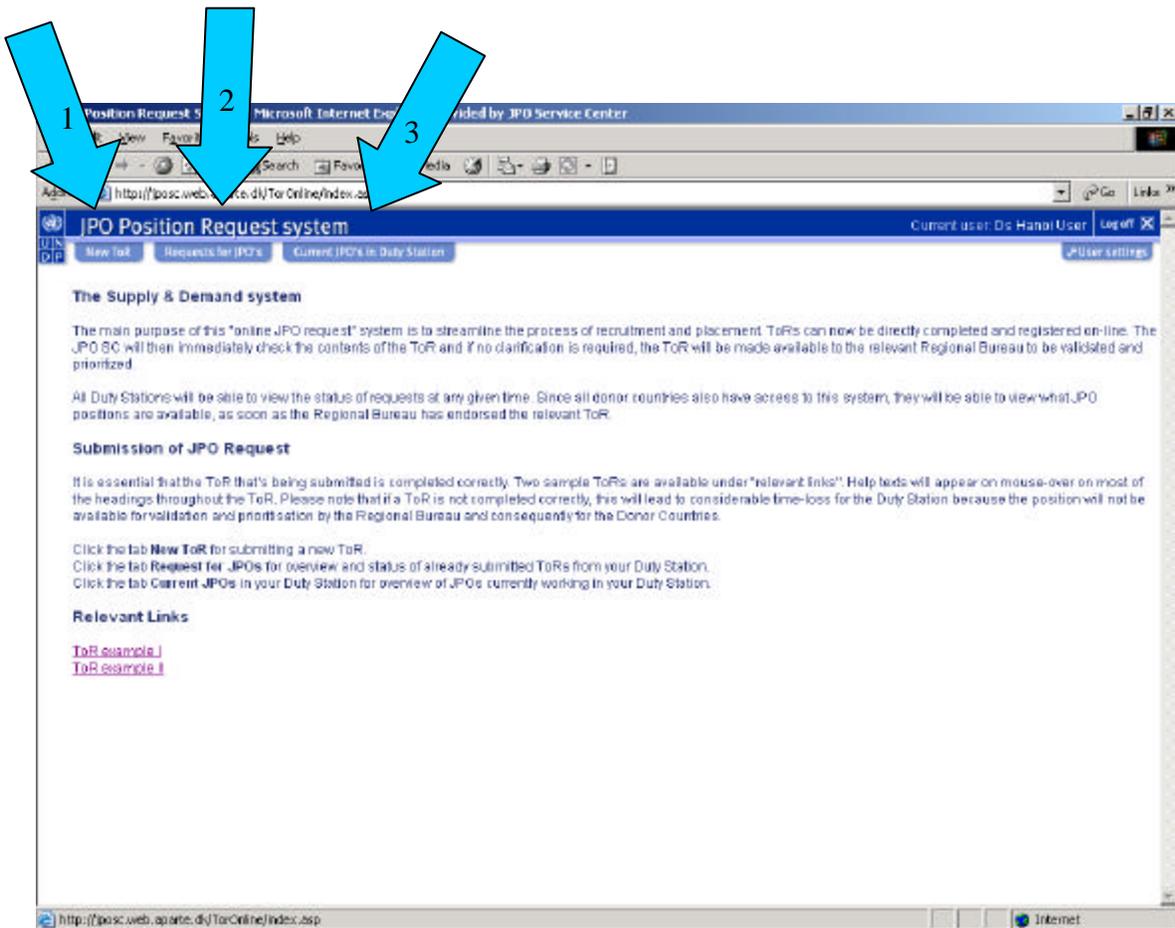
The main purpose of this **online JPO request system** is to streamline the process of recruitment and placement. ToRs can now be directly completed and registered on-line. The JPO SC will then immediately check the contents of the ToR and if no clarification is required, the ToR will be made available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



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.



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.

JPO Position Request System - Microsoft Internet Explorer provided by JPO Service Center

Address: http://posc.web.aparte.dj/TorOnline/Tor.asp?Actn=2

JPO Position Request system Current user: Dr. Hanaï User Log off

New task Requests for JPOs Current JPO's in Duty Station User settings

TERMS OF REFERENCE Junior Professional Officers (JPO)

Junior Professional Officers (JPO)

Please indicate if this ToR supersedes a previously submitted ToR

No

I. General information:

Title: **General information**
Indicate functional title and sector of Assignment, e.g., Programme Management Officer / Governance and human rights

Sector of Ass: Select here..

Country: Select Country..

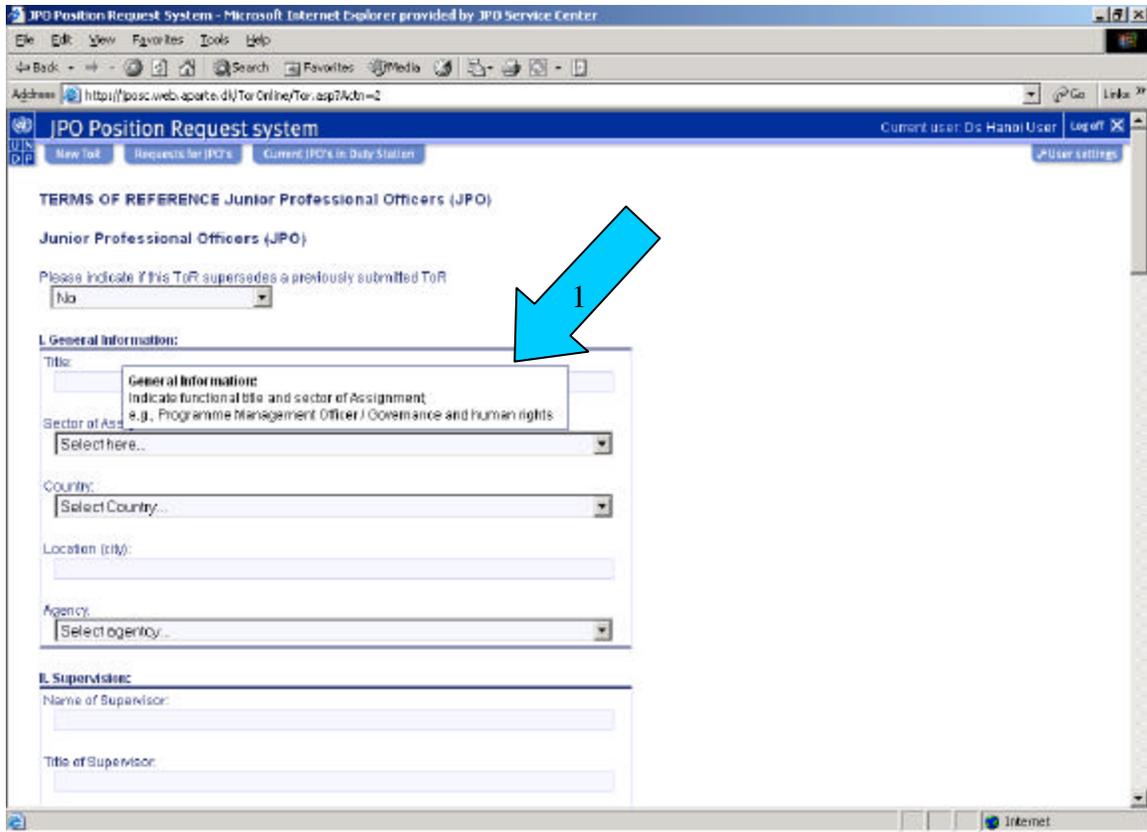
Location (city):

Agency: Select agency..

II. Supervisor:

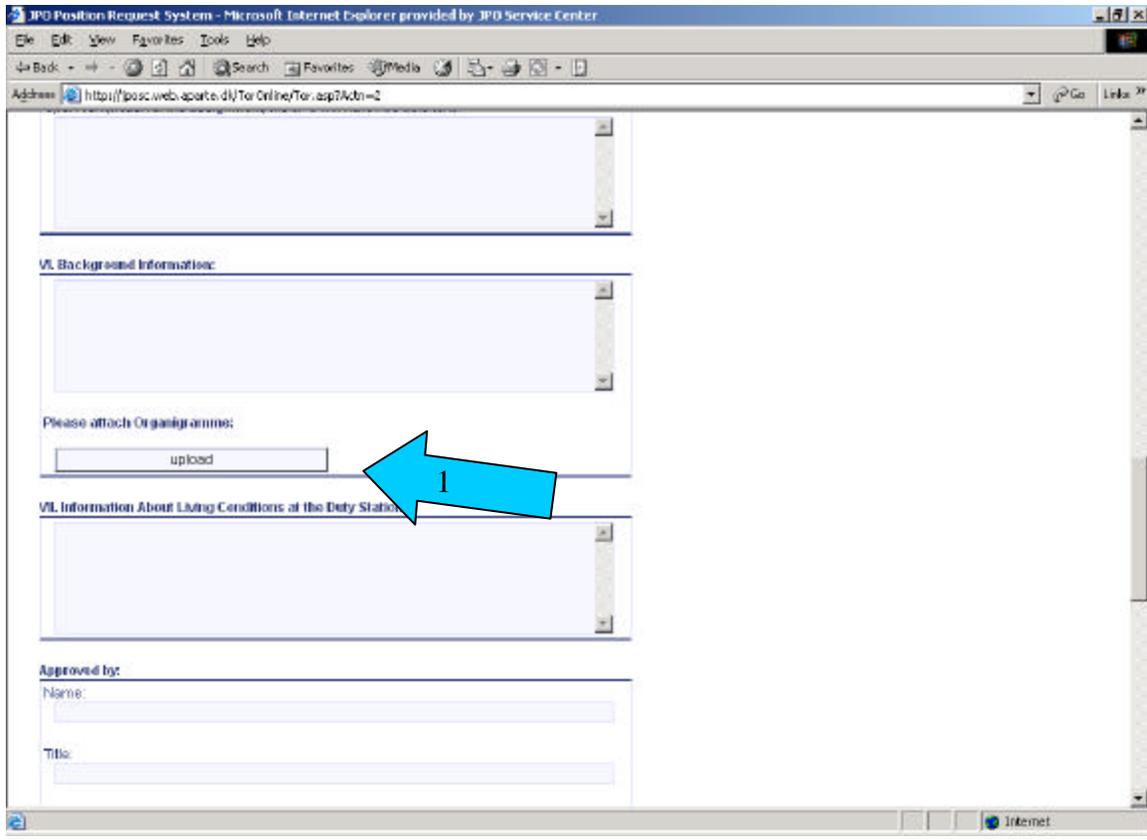
Name of Supervisor:

Title of Supervisor:



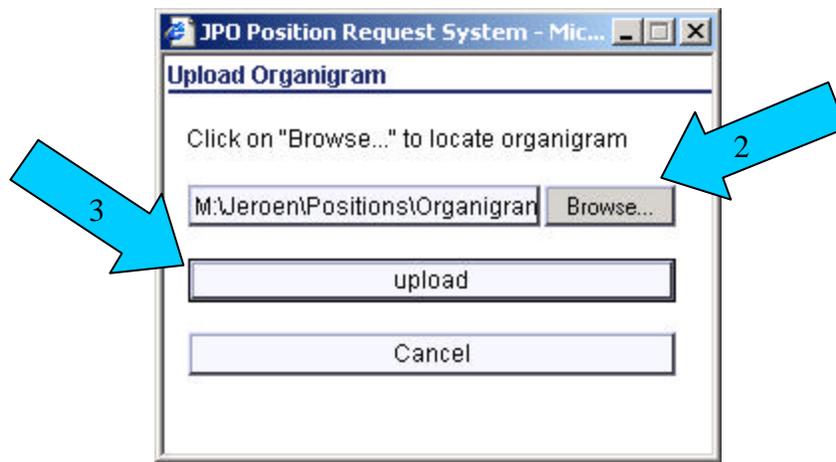
New ToR

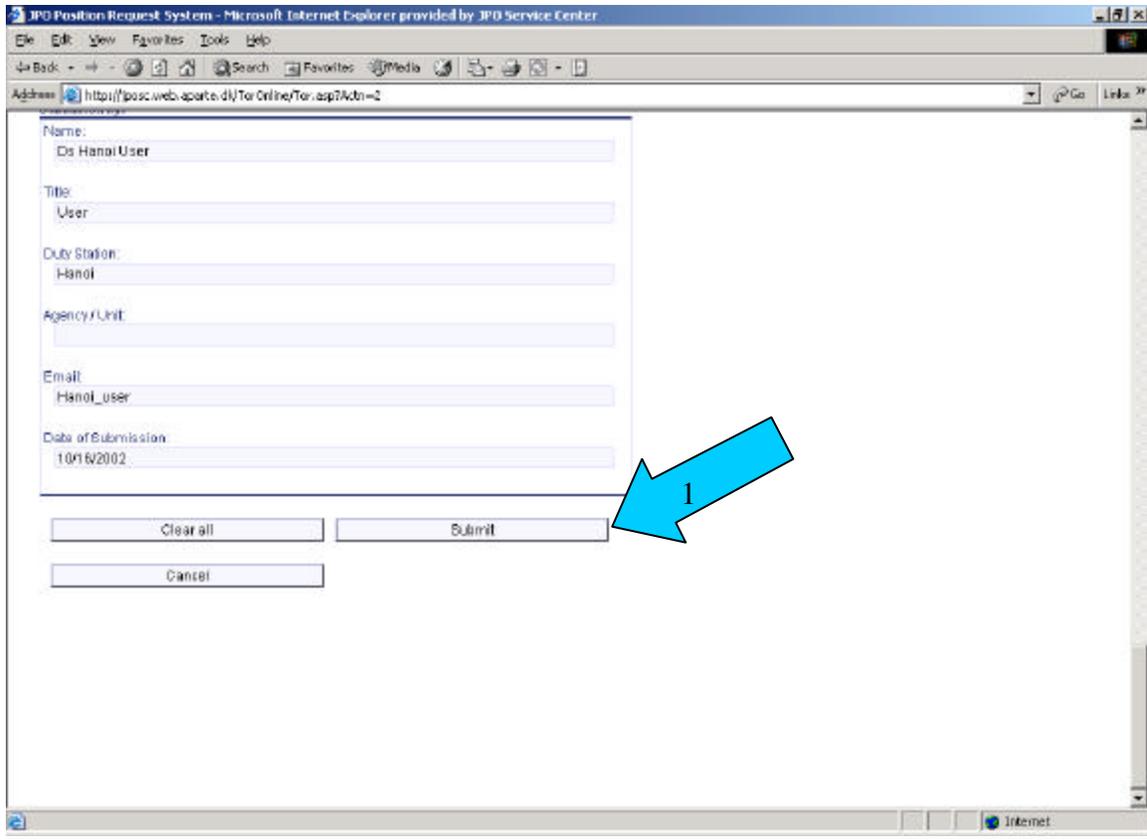
1. Complete all the fields, help texts are available on mouse-over on most of the headings.



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.





Submit ToR

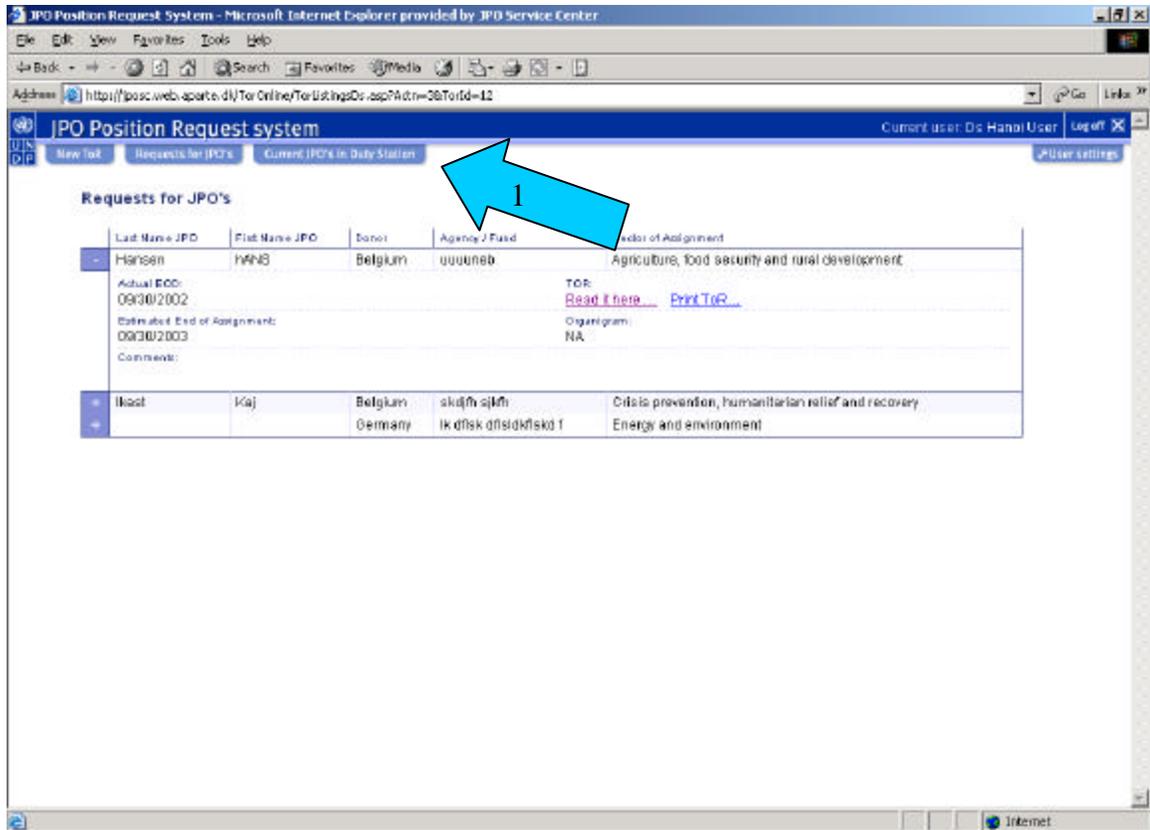
1. After having completed all fields, please click on **submit** button and the ToR will be stored in our database.

The screenshot shows the 'JPO Position Request system' interface. The main heading is 'Requests for JPO's'. Below it is a table with the following data:

Agency / Fund	Sector of Assignment	Date of Submission	Date of endorsement by RD	Firm commitment / Status
+ UN/Arabia	Business and administrative management	10/01/2002	10/01/2002	- Unfilled
	Energy and environment	10/08/2002	10/13/2002	- Unfilled
	Agriculture, food security and rural development	10/08/2002	10/15/2002	- Unfilled
	Energy and environment	10/08/2002	-	✓ Filled (EOD assigned)
-	Crisis prevention, humanitarian relief and recovery	10/08/2002	-	-
Date of quality control:		TOR: Read it here Print TOR		
Target recruitment date:		Organization: NA		
Dossier/ Candidate Agreement:		Comments:		
Duty Station Acceptance:				
Estimated EOD:		1		
Actual EOD:				
+ UNDP	Business and administrative management	10/15/2002	10/15/2002	- Unfilled
+ J/MIK	ICT	10/15/2002	10/15/2002	- Unfilled
+ I/ID	UN System Coordination	10/15/2002	10/15/2002	- Unfilled
+ UNDP	Poverty and economy	10/18/2002	-	-

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.