

ORPE Competency Framework

ORPE Competency Framework consists of three main elements:

Values	Values are the shared principles and beliefs that underpin the work of the Organization and guide the actions and behaviours of staff members. They are mandatory for all staff members.
Core competencies	Core Competencies are the skills, attributes and behaviours which are considered critical for all staff members, regardless of their function or level. All core competencies are mandatory.
Managerial competencies	Managerial Competencies are the skills, attributes, and behaviours tailored for staff members with managerial responsibilities, at certain grades.

Core and Managerial competencies are levelled, i.e. different levels of each competency will apply to different jobs/grades, whilst indicators for Values are not levelled. All staff members are expected to demonstrate the indicators applicable to their level, as well as those for the level below.

		Non-levelled
Values	<p>Inclusion & respect for diversity</p> <p>Respects and promotes individual and cultural differences. Encourages diversity and inclusion wherever possible.</p>	<ul style="list-style-type: none"> • Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences. • Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations. • Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making. • Challenges prejudice, biases and intolerance in the workplace.
	<p>Integrity & transparency</p> <p>Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</p>	<ul style="list-style-type: none"> • Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules. • Delivers on commitments; manages the organization's resources reliably and sustainably. • Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate. • Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour. • Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
	<p>Professionalism</p> <p>Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.</p>	<ul style="list-style-type: none"> • Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills. • Seeks to raise professional standards in self and others through daily work and activities. • Adapts quickly to change and is decisive and versatile in face of uncertainty. • Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations. • Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

		Level 1	Level 2	Level 3
Core competencies	<p>Teamwork Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</p>	<ul style="list-style-type: none"> Establishes strong relationships with colleagues and partners; relates well to people at all levels. Is fully aware of the team purpose, respects and understands individual and collective responsibilities. Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives. Coordinates own work with that of the team to meet agreed priorities and deadlines. 	<ul style="list-style-type: none"> Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work. Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team. Shares credit for team accomplishments and ensures that the contribution of others is recognized. Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals. 	<ul style="list-style-type: none"> Advocates for collaboration across the Organization and creates collaborative systems and integrated processes to achieve Organizational goals. Builds consensus for task purpose and direction with colleagues at all levels. Monitors and evaluates the effectiveness of partnerships and takes action to enhance their effectiveness. Identifies and breaks down barriers to cooperation within teams, and between teams, units, sections, divisions, and organizations.
	<p>Delivering results Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.</p>	<ul style="list-style-type: none"> Produces quality results and provides quality services to clients. Meets goals and timelines for delivery of products or services. Manages time and resources efficiently, monitoring progress and making adjustments as necessary. Shows understanding of own role and responsibilities in relation to expected results. 	<ul style="list-style-type: none"> Produces high-quality results and workable solutions that meet clients' needs. Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations. Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs. Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts. 	<ul style="list-style-type: none"> Challenges self and team to deliver high quality results, in line with Organizational goals. Leads and facilitates work planning, alerting those involved of potential obstacles and helping to identify suitable alternative options as needed. Persuades management to undertake new projects and services that benefit internal and external clients; uses performance standards to monitor projects. Tailors organizational targets to meet changing demands in the external environment.

		Level 1	Level 2	Level 3
Core competencies	<p>Managing and sharing knowledge Continuously seeks to learn, share knowledge and innovate.</p>	<ul style="list-style-type: none"> Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives. Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others. Puts new learning into practice and draws on diverse sources of ideas and inspiration. Contributes to the identification of improvements to work processes and assists in implementing them. 	<ul style="list-style-type: none"> Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise. Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately. Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge. Contributes to an environment that is conducive to innovation and learning. 	<ul style="list-style-type: none"> Promotes the development and use of organization-wide knowledge sharing systems that capture all relevant information from sources inside and outside of the Organization. Leads in defining and prioritizing the Organization's knowledge needs. Establishes and fosters a culture that encourages change, innovation and continuous learning. Encourages and supports others to be innovative and actively generates new perspectives on own and team's work.
	<p>Accountability Takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</p>	<ul style="list-style-type: none"> Accepts personal responsibility for quality and timeliness of work. Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization. Operates in compliance with organizational regulations and rules. Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement. 	<ul style="list-style-type: none"> Proactively seeks responsibility in delivering towards the goals of the Organization. Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated. Stands by the actions of team or department, publicly accepting ownership. Takes responsibility of own shortcomings and those of the work unit, where applicable. 	<ul style="list-style-type: none"> Demonstrates individual responsibility for defining and delivering on the Organization's priorities. Delegates authority to match responsibilities, and holds staff accountable for agreed-upon commitments. Consistently assumes responsibility for Divisional or Departmental actions by explaining successes, failures, and proposing remedial actions. Invests significant time in creating a culture of accountability and responsibility by using experience and advice to guide others.

		Level 1	Level 2	Level 3
<p>Core competencies</p>	<p>Communication Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.</p>	<ul style="list-style-type: none"> • Presents information using language and sequence of ideas that is easy for recipients to understand. • Adapts communication to the recipient’s needs, asks questions to clarify, and exhibits interest in having two-way communication. • Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives. • Listens carefully and genuinely to the views and positions of others; acts on received information. 	<ul style="list-style-type: none"> • Speaks and writes clearly and effectively. • Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information. • Listens and seeks to understand without bias, and responds appropriately. • Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution. 	<ul style="list-style-type: none"> • Clearly and simply communicates the IOM mandate and seeks opportunities to represent the organization externally to promote its mandate. • Communicates confidently, commands attention and respect when speaking, and projects credibility. • Influences others and negotiates effectively through a persuasive, flexible approach. • Keeps staff informed of decisions and directives of senior management and communicates them in a manner that ensures understanding and acceptance.

		Level 2	Level 3
Managerial competencies	<p>Leadership Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision. Assists others to realize and develop their potential.</p>	<ul style="list-style-type: none"> • Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests. • Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement. • Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose. • Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support. 	<ul style="list-style-type: none"> • Proactively develops strategies to accomplish objectives and empowers others to translate vision into results. • Provides clear vision, direction and purpose and charts a clear course to achievement. • Does not accept the status quo; drives for improvement and change, inspiring others to embrace it. • Builds positive influence across the wider organization and strategic relationships with external stakeholders.
	<p>Empowering others & building trust Creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.</p>	<ul style="list-style-type: none"> • Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support. • Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels. • Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion. • Gives proper credit to others, shows appreciation and rewards achievement and effort. 	<ul style="list-style-type: none"> • Encourages individuals to take initiatives and responsibility for putting new ideas/activities into practice and making them work. • Supports teams to succeed, devoting dedicated time to empowering people through coaching and mentoring and sharing expertise/knowledge. • Inspires enthusiasm and a positive attitude in people towards their work and contribution to the Organization's success. • Promotes autonomy and empowerment throughout the Organization.
	<p>Strategic thinking & vision Works strategically to realize the Organization's goals and communicates a clear strategic direction.</p>	<ul style="list-style-type: none"> • Aligns own actions to the Organization's vision, values and mandate. • Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals. • Identifies key issues/priorities in complex situations and how they may be related to one another. • Clearly communicates links between the Organization's strategy and the work unit's goals. 	<ul style="list-style-type: none"> • Always works with an orientation to the future, encouraging others to consider the Organization's medium and long-term strategy when setting departmental objectives. • Steps back from operational issues to focus on a long-term direction for the area of responsibility. • Identifies strategic issues and risks that may impede the delivery of the Organization's strategic objectives and addresses concerns in a timely manner to gain buy-in from stakeholders. • Generates and communicates broad and compelling organizational direction inspiring others to pursue that same direction.