



SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER: **85925**
POST/CASE NUMBER OF SUPERVISOR: **18089**
REASON FOR CLASSIFICATION: **No GJP exists**
REGION/DIVISION: **ESAR**
COUNTRY: **Burundi**
DUTY STATION: **Bujumbura**
OFFICE: **Burundi CO**
SECTION: **Operations**
UNIT: **HR**

CATEGORY: **GS**
PROPOSED LEVEL: **GS-7**
JOB TITLE: **Senior Human Resources Associate**
Functional Code:
ICSC CCOG Code:

II. Strategic Office Context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context :

The focus of HR positions at this level is on the provision of specialized HR Business Partner activities including but not limited to recruitment and placement, administration of entitlements, staff development and career development, job classification and/or performance management. Specialized activities pertain to the application of HR regulations, rules and procedures in the context of, on a day-to-day basis, there typically being more complications that arise with a broader variety of solutions that are not always clearly covered in general guidelines, thus requiring a greater capacity to adapt and interpret. These positions, consequently, require in-depth knowledge of the subject matter and the capacity to carry out tasks with strong independence. Thus, managerial oversight for these positions is limited to ensuring results are fulfilled according to work plans and facilitating any issues that arise outside of established patterns.

Purpose for the job:

Under the direct supervision and guidance of the Human Resources Specialist (P3), the Senior Human Resources Associate provides administrative, procedural and operational support and assistance to the efficient implementation of a broad range of Human Resources functions for all categories of staff in the office, ensuring accurate and timely delivery, whilst promoting a client-based, quality and results orientated approach to the unit and ensuring compliance with UNICEF HR rules and regulations.

III. Key functions, accountabilities and related duties/tasks:**Summary of key functions/accountabilities:**

- 1. Support to business partnering**
- 2. Support in the processing of entitlements and benefits of local staff**
- 3. Support in recruitment and placement**
- 4. Support in consultant recruitment and placement**
- 5. General office Support**

1. Support to HR business partnering

- Support the HR business partner initiative towards developing initiatives to encourage employee well-being and employee recognition schemes.
- Support the management of change processes by advising clientele on changes to HR processes under the guidance of HR Business Partner.
- Support the HR business partners in assisting clientele in using HR systems such as Talent Management System, Agora, Fiori, Service Gateway and Achieve.

2. Support in the processing of entitlement and benefits

In consultation with supervisor, analyze, research, verify, and compile data and information on cases that do not conform to UN or UNICEF's HR Rules and regulations, to support consistent and equitable application of decisions and implementation of agreed-upon action.

In consultation with the supervisor, analyze, research and verify the information for the purpose of responding to staff queries on areas related to benefits and entitlements

Initiates the processing of a wide range of personnel actions in accordance with UNICEF rules and regulations, by ensuring all relevant forms and actions are completed by staff and forwarded to the GSSC.

Maintains and prepares all personnel-related records and files, ensuring all information on each staff member is up-to-date and accurate.

3. Support in recruitment and placement

- Prepares and circulates internal and external advertisements.
- Liaises with candidates in the various stages of the recruitment process.
- Prepares formal acknowledgment, offer and regret letters.
- Initiates and follows up on reference checks and academic verifications and ensures the completion of other background checks.
- Monitors the life cycle of the recruitment process to update supervisors as necessary.

4. Support in Consultant recruitment and placement

- Facilitates the development and implementation of the country annual consultant plan.
- Timely processing of approved consultant recruitment requests based on approved terms of references and in accordance with UNICEF policies and standards.
- Prepares consultant contracts in Vision and perform R1 releases guided by UNICEF Policies and procedures thereof.
- Timely closure of expired consultant contracts within one month of contract expiry.
- Completion of consultant on boarding and off boarding processes guided by UNICEF policies, procedures and standards.

5. General office Support

- Assist and monitor the timely completion of PER
- Other general tasks requested by the supervisor

IV. Impact of Results

The Senior Human Resources Associate provides input into the design and development of improved transactional services and delivery processes. Working with a high degree of operational independence the Associate is accountable for the achievement of overall service delivery results in one or more HR activities. The scope of HR work typically covers two or more transactional HR activities (i.e. recruitment, entitlements management and servicing, classification, staff development, performance management, etc.) as a generalist yet requiring the handling of complex and intricate HR matters on which quality and authoritative procedural advice is provided to the supervisor.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Skills

Technical Skills

Extensive knowledge of HR principles, rules, regulations, and procedures within the UN

Computer literacy and the ability to effectively use standard office software tools as well as good knowledge and skill in using HR systems.

Ability to extract and format data and to solve operational problems

Ability to organize own work, set priorities and meet deadlines.

Interpersonal and communication skills

Takes responsibility to respond to internal and external service needs promptly and proactively; takes initiative to ensure that deadlines, rules and regulations are met. Uses own discretion to address unforeseen situations.

Demonstrates a high degree of confidentiality, initiative and good judgment.

Demonstrates courtesy, tact, patience and ability to work effectively with people of different national and cultural backgrounds.

VII. Recruitment Qualifications

Education and experience	<ul style="list-style-type: none">• Completion of secondary education is required, preferably supplemented by technical or university courses related to a diploma in Human resources management with at least seven years of relevant HR professional experience.• A bachelor's degree from a recognized academic institution in social sciences, business administration, human resources management, law, or other relevant field may replace three years of related work experience.
Language Requirements:	Fluency in French and good working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.