



UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE (GJP)

## I. Post Information

**Job Title:** People and Culture Policy Specialist  
**Supervisor Title:** People and Culture Manager  
**Organizational Unit:** Division of People and Culture  
**Location:** Istanbul, Türkiye (Remote)  
**Duration:** 364 Days

**Job Level:** P3  
**Job Profile No:**  
**CCOG Code:** 1.A.06  
**Functional Code:** HRE  
**Job Classification Level:** P3

## II. Organizational Context and Purpose for the job

UNICEF is a leading humanitarian and development agency working globally for the rights of every child. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle: pre-natal care for healthy births, clean water and sanitation, health care and education. UNICEF has spent nearly 70 years working to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers and policy makers to help all children realize their rights — especially the most disadvantaged.

### **Job Organizational Context:**

People and Culture Specialists (Policy) at the P3 level are considered as seasoned professionals that are generally either responsible for executing a particular HR service or alternatively, responsible for supporting an assigned client on a broad range of HR services. Such responsibility is expected to be carried out independently, with the primary focus of the managerial oversight on the position being to ensure that results are delivered in accordance with the vision set forward by the leadership of the division. As a result, staff on these positions require an in-depth understanding of at least one People and Culture function and how it relates to supporting the organization's business objectives. Overall direction, vision and strategy for the work and the contribution of this role will be provided by the HR Manager (Policy) in Policy Employee Relations, Compensation and Social benefits (PERCS) section.

### **Purpose of the job:**

The People and Culture Specialist (Policy), within their area of responsibility, is accountable for review and update of UNICEF's People and Culture policies to align with the current UNICEF Regulatory Framework and other regulatory documents like UN Staff Regulations and Rules. In doing so, the incumbent demonstrates the ability to anticipate People and Culture-related needs and develop subsequent plans and solutions that align with the goals of the Division of People and Culture objectives.

### **III. Key functions, accountabilities and related duties/tasks:**

- Reviewing/redrafting of all People & Culture policies and procedures to match the business needs of the organization, while ensuring compliance with the UN Staff Regulations and Rules, applicable General Assembly resolutions and UNICEF regulatory framework, based on background research such as private and public sector best practice, other UN organizations strategies, General Assembly/ICSC decisions, and historic publications.
- Examine UNICEF's comprehensive library, which includes 115 People and Culture directives, administrative instructions, policy documents, guidance documents, and other relevant documentation; develop a mapping plan in consultation with the team on the review of policies and procedures in accordance to agreed prioritisation and identify gaps and misalignments with the current UNICEF Regulatory Framework.
- Drafting briefing notes, documents, reports, position papers, presentations etc. that are related to People and Culture policy matters for submission to the supervisor, Chief of Section and People and Culture senior management on policy issues.
- Providing policy advice as and when necessary to People and Culture practitioners globally, as well as People and Culture senior management, to ensure consistency of HR policy interpretation in the business partner model and to minimize legal risk to the organization through appeals in UN tribunals.
- Any other tasks as delegated by the supervisor or Chief of Section.

### **IV. Impact of Results:**

Specialists at this level analyze proposals and requests received from managers, supervisors and staff and make recommendations or take technical sound actions. Examples of such actions at this level include the resolution of a range of staff entitlement matters; the recruitment of staff to atypical positions within UNICEF requiring the use of outreach recruitment services, such as social networks; revisions to procedures for the classification of jobs, or the design of specific training programmes to meet new staff development needs.

As seasoned People and Culture professionals, the Specialists' work reflects directly on the professionalism of the incumbent and the overall reputation of the People and Culture community for technical quality in terms of both substantive depth and adaptive relevance to client needs and customer service approach to problem resolution.

Generalist positions cover a range of People and Culture specialties and would normally have access to advice from specialists in the individual specialties (broad in scope but restricted depth of treatment of subject matter). Specialist positions, on the other hand, are more restricted in scope but require more in-depth analysis in order to solve case-by-case problems independently.

## V. UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

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

### ii) Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

### 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

## VI. Skills

**Strategic**

Experience and ability to implement targeted and innovative human resources strategies to address clients' people-related needs.

Ability to implement innovative People and Culture programs within a fast paced, evolving, and wide organizational setting.

**Technical**

In-depth technical knowledge of the principles and concepts of human resources management.

Ability to identify and analyze systemic issues, formulate opinions and make conclusions and recommendations to resolve same.

Excellent knowledge of organizational and People and Culture information technology systems and tools.

**Interpersonal and Communication**

Demonstrated ability to communicate effectively in a diverse organization tailoring language, tone, style and format to match audience.

Ability to empathize with client managers, supervisors and staff while advocating for consistent and equitable applications of promulgated People and Culture regulations and rules.

**VII. Recruitment Qualifications**

Education:	Advanced higher degree (Master's or equivalent) in a relevant area, e.g. Law, Human Resources, Business Administration, Public Policy, or a related field; a first-level university degree in combination with additional 2 years of relevant professional experience may be accepted in lieu of an advanced university degree
Experience/Knowledge/Skills required:	<ul style="list-style-type: none"> <li>• At least 5 years of professional work experience in applying and interpreting human resources policies or administrative law matters in an international organization, preferably an organisation part of the UN common system, or comparable experience in a policy or regulatory design or maintenance role is required.</li> <li>• Knowledge of UN/UNICEF HR policy framework is required.</li> <li>• Prior experience of working at international level is required.</li> <li>• Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment</li> </ul>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p> <ul style="list-style-type: none"> <li>• Experience in an international development and/or a nonprofit organization is an asset.</li> </ul>

	<ul style="list-style-type: none"><li>• Demonstrated ability to work with attention to detail and high accuracy in work deliverables.</li><li>• Excellent oral and written skills; excellent drafting, formulation, reporting skills;</li><li>• Accuracy and professionalism in document production and editing;</li><li>• Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;</li><li>• Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;</li><li>• Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;</li></ul>
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