



UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE

**I. Post Information**

**Job Title:** People & Culture Assistant  
**Supervisor Title:** Chief – People & Culture  
**Organizational Unit:** UNICEF Office of Strategy & Evidence - Innocenti (OSE)

**Job Level:** G-5  
**Job Profile No:**  
**CCOG Code:**  
**Functional Code:** HRE  
**Job Classification Level:** G-5

**II. Organizational Context**

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.

The Office of Strategy & Evidence - Innocenti provides leadership across UNICEF in the areas of data, research and evidence generation, foresight, and assure development effectiveness through strategic planning, monitoring and results & risk management. It drives the evidence to globally position the Organization on all child related issues, monitor SDGs and serves as the institutional lead for excellence in data, research and foresight on children and child rights within UNICEF, the United Nations and the global community.

**Job organizational context:**

The Job Profile for the Assistant, at the G-5 level, covers a broad range of People & Culture (P&C) functions and provision of both standardized and specialized activities pertaining to recruitment and placement, administration of entitlements, job classification and/or performance management. Specialized activities pertain to the application of P&C regulations, rules and procedures in the context of clear guidelines and procedures where the choice of action is limited and where issues requiring clarification and decision are directed to the Chief - People & Culture.

**Purpose for the job:** Under the guidance and supervision of the Chief - People & Culture, the Assistant provides administrative, procedural and operational support and assistance to the efficient implementation of a broad range of functions for all categories of staff in the office, ensuring accurate and timely delivery that is in compliance with UNICEF P&C rules and regulations.

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

#### Summary of key functions/accountabilities:

- Support in processing of entitlements and benefits of staff
- Support in recruitment and placement
- Support in organization design and job classification
- Support in learning and capacity development
- Support to protocol
- General office support

#### Support to the office

- Support the office in developing initiatives to encourage staff well-being in the office
- Support the management of change processes by advising staff on changes to P&C processes under the guidance of Chief - People & Culture
- Support the office by assisting staff in using P&C systems such as Talent Management, Agora, Service Gateway, FIORI and Achieve.
- Run staff reports and analyze data for Chief – People & Culture

#### Support in processing of entitlement and benefits

- Initiate 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 Global Shared Services Centre (GSSC).
- Maintain and prepare all personnel-related records and files, ensuring all information on each staff member is up-to-date and accurate.

**Support in recruitment and placement**

- Support the preparation of Job Descriptions to be submitted through Recruitment Administrative Services (RAS) portal for vacancy advertisements.
- Liaise with the GSSC in the various stages of the recruitment process including having tests or interviews set-up by the RAS team and actively participate in interviews when required. Liaise with GSSC onboarding process.
- Support hiring manager to initiate and follow-up on reference checks and ensure the completion of other background checks/readiness of candidate for entitlement travel (if appropriate).
- Provide orientation briefings to newly arrived staff. Share induction package with newly arriving staff and act on activities related to appointment/reassignment of staff travel (travel request).
- Assist newly arrived staff in addressing Italian administration to obtain Codice Fiscale, supporting access to other location-specific services, including bank accounts, lease agreements, and provide interpretation and translation services as needed.
- Support off-boarding activities for separating staff members, liaising with GSSC on notification letters and debrief separating staff on requirements. Liaise with Snr ICT Associate to ensure equipment is returned.
- Support the review of consultancy contract Terms of Reference, based on latest administrative Procedure and issue Vacancy Announcements accordingly. Act as Alternate Secretary to the Contract Review Committee (CRC) and follow through process to approvals.
- Monitor life cycle of recruitment process to update supervisor as necessary.

**Support in organization design and job classification**

- Prepare documents to be submitted for classification, ensuring completeness of documentation
- Monitor life cycle of all job classification requests to facilitate recruitment and organization planning.

**General P&C support**

- Liaise with Administrative Assistant for the timely issuance of Note Verbale for Ministry of Foreign Affairs (MoFA) I.D card issuance and on the issuance of UNLP and UN Certificates.
- Monitor Time Management (Attendance and Absence in VISION/FIORI) and address quota corrections where appropriate
- Draft and/or process a variety of correspondence and other communications

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

The impact of the work of People & Culture Assistant affects the delivery of discrete support services and is closely interrelated with the work of other members of the P&C team. The work performed affects not only the timely delivery of P&C processes but also indirectly the delivery of the client departments'/divisions'/offices' programmes. They play a key role, as a member of the team, in providing routine and some specialized information both to client departments and to more senior members of the P&C team on P&C procedures and the progress of delivery against standards and deadlines.

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

##### **Core Values**

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

##### **Core Competencies**

- 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

Solid knowledge of People & Culture principles, rules, regulations, and procedures within the United Nations system.

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

Ability to extract and format data and to solve operational problems

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

### Interpersonal and communication

Take responsibility to respond to internal and external service needs promptly and proactively; take initiative to ensure that deadlines, rules and regulations are met. Use your own discretion to address unforeseen situations.

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

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

## VII. Recruitment Qualifications

Education:

Completion of secondary education, preferably supplemented by technical or university courses related to the field of work.

Experience:

A minimum of 5 years of progressively responsible People & Culture administrative and policy-related work experience required. Professional training or qualification in People & Culture Management is highly desirable  
Prior experience with UNICEF is highly desirable; knowledge of People & Culture related transactions in Vision/SAP is highly desirable

Language Requirements:

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|  | <p>Fluency in English and Italian is required.<br/>Knowledge of another official UN language<br/>(Arabic, Chinese, French, Russian or Spanish)<br/>is an asset.</p> |
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