

UNICEF HAITI – TA Terms of Reference



Post Title: People & Culture Specialist

Grade: P3

Position ID : _____

Unit: Office of the Representative/People & Culture

Duty Station: Port-au-Prince, Haiti

1. Context

UNICEF Haiti is implementing a major organizational restructuring involving significant changes to its structure, operations, and workforce across its three key offices, within an exceptionally volatile operating environment. Persistent insecurity, severe mobility constraints, and escalating humanitarian needs continue to place substantial pressure on staff, programmes, and office operations. In this context, maintaining operational effectiveness, workforce stability, staff well-being, and the continuity of critical programme implementation requires a strong, adaptable, and sustained People & Culture (P&C) function capable of delivering timely, field-oriented, and emergency-responsive support.

To ensure the continuity and quality of P&C/HR services during this critical period, it is imperative to reinforce the P&C/HR team with additional experienced HR professionals who possess proven expertise in humanitarian operations and complex emergency contexts. This need is particularly urgent in light of the recent reduction in the Haiti P&C team, which has created a significant capacity gap at a time when demands related to restructuring, workforce planning, staff care, and emergency HR case management are intensifying. Strengthening the HR function is therefore essential to sustain the restructuring process, mitigate operational and people-management risks, and ensure the continued delivery of UNICEF's life-saving programmes across Haiti's increasingly fragile emergency landscape.

2. Purpose for the Job

The People and Culture Specialist, within their area of responsibility, is accountable for implementing HR services that enhance the capacity of their clients to deliver on their business goals and objectives. In doing so, the incumbent demonstrates the ability to anticipate HR-related needs and develop subsequent plans and solutions that align HR management with business objectives.

3. GRANT: _____; **WBS:** 1830/A0/09/ _____

4. Duration: 6 months (renewable)

5. Supervisor: People & Culture Manager, IMIS#122661

Summary of Key Functions/Accountabilities:

Business Partnering

- Serve as the single point of contact for his/her client portfolio on advice pertaining to all aspects of the employment life cycle
- Provide accurate and timely advice to clients on HR processes and policies, ensuring the highest level of client-orientation.
- Proactively advise clients on the resolution of human resources issues ensuring equitable and transparent solutions that protects both the staff and organizations interests in accordance with policies, regulations and procedures.
- Promote the organizational goals and targets for gender equity and cultural diversity.

Strategic Human Resources

- Liaise with the HQ Divisions, regional and country offices to support and contribute to corporate HR strategy formulation and global implementation. Provide feedback and make recommendations on the establishment and improvement of HR systems, policies and processes.

- Keep abreast, research, benchmark, and implement best and cutting edge practices in HR management and contribute to the development of global policies, procedures and introduce innovation through sharing of best practices and knowledge learned.

Implementation of assigned Human Resources Services

- Provide support to various or one specific HR occupation (recruitment, job classification, career development, performance management, data analytics, learning & development etc.) to help their supervisors in implementing efficient client services that help either attract, retain and/or motivate staff of the highest caliber.
- When assigned casework in the relevant area on either a routine or non-routine basis, analyze and synthesize issues and problems, and interpret established, formal guidelines to address and recommend solutions or further actions required.

Learning and Capacity Development

- In collaboration with business owners, design and deliver learning plans for staff to enhance their knowledge and build skills in new areas.
- Contributes to the mapping of competencies for all staff in assigned client portfolio, assisting in the development of a comprehensive framework in support of the development of the talent pipeline.
- Recommend efficient and cost-effective learning products which strengthen staff capacity to contribute effectively to business goals.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
- Provide orientation briefings to new staff.
- Provide day-to-day performance and talent management guidance to line management (e.g., coaching, counseling, career development, career conversations, and disciplinary actions).

HR Data Analytics

- Interpret and analyze HR data to help inform strategic decision making on HR processes and strategies.
- Develop data collection systems to optimize data quality.
- Coordinate with country offices and partners to provide assistance in their HR information management.

Skills

Strategic

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

Ability to implement innovative HR 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 HR 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 HR regulations and rules.

Qualifications

Education:

- An Advanced University Degree (master's degree) in human resource management, business management or administration, international relations, psychology or another related field is required.

Experience:

- A minimum of five years of increasingly responsible professional experience in human resource management in an international organization and/or large corporation is required.
- Experience working in emergency settings or providing humanitarian HR support is required.
- Experience working with UNICEF is highly desired.

Language Requirement:

- Fluency in French and English are required. Knowledge of another UN official language is considered an asset.

Core Values

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

Competencies:

Core Competencies

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