



SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER: **00132221**
POST/CASE NUMBER OF SUPERVISOR:
HR Officer, 100053
REASON FOR CLASSIFICATION: **New**
REGION/DIVISION: **ICTD**
COUNTRY: **Spain**
DUTY STATION: **Valencia**
OFFICE: **ICTD Digital Core**
SECTION: **Strategy, Risk Management and Governance**
UNIT: **Operations**

CATEGORY: **GS (General Services)**
PROPOSED LEVEL: **G6**
JOB TITLE: **Human Resources Associate (Protocol & Admin)**
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 overall strategic goal of ICTD is to transform and build partnerships with our stakeholders to successfully implement UNICEF programmes globally using innovative, technology-enabled digital solutions for better outcomes for children.

UNICEF is going through an exciting digital transformation that will influence the work of the entire organization. As part of this transformation, UNICEF has opened a new ICTD Digital Core office in Valencia, Spain to execute ICTD's digital strategy across all UNICEF locations globally.

More recently, and again as part of the HQ Efficiencies Initiative, Supply Division, PFP and DGCA have established that some existing and new roles should be in Valencia as their new duty station. These Divisions initiated the transition of some staff members to Valencia and this demands significant coordination between the respective HR teams.

Purpose for the job:

Under the supervision and guidance of the Human Resources Officer, the Human Resources Associate will support the ICTD HR team with onboarding, protocol and admin activities for new hires and relocating staff from Supply Division, Private Fundraising and Partnerships and Division of Global Communication & Advocacy.

The HR Associate will work in close collaboration with the Global Shared Services Center and HR peers in Supply Division, Private Fundraising and Partnerships and Division of Global Communication & Advocacy.

The HR Associate applies a client-oriented approach to provide overall HR and operations administrative support coordinate and support key HR areas, including HR administration, monitoring, and coordinating onboarding logistics of new staff, in line with HR best practice and in compliance with UNICEF HR rules and regulations.

This Temporary Appointment reports to the Human Resources Officer, P-1, and is based in UNICEF's Digital Core, Valencia, Spain.

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

Onboarding Activities

- Support the HR Officer with Onboarding activities by coordinating with different stakeholders, keeping track of all activities from offer acceptance to first day
- Coordinating, scheduling and ensuring attendance to the Global and Local Orientation sessions.
- Ensuring compliance with mandatory training completion
- Assist the HR/Admin & Finance Associate with Protocol related activities in liaison with the UN peers
- Facilitate documentation and processes related to accreditation/ entry visa, communication with relocating staff, issuance of MOFA card for staff and dependents, installation shipment, opening of bank account, driver's license exchange, vehicle registration, employment permits for spouses, fuel card and VAT reimbursement for official use and for diplomatic staff.

Office protocols for outposted staff

- Custom clearance for goods and equipment
- Security clearance for entry to Base by outposts and visitors
- Renewal of ground passes

Admin support for outposted staff

- Events and logistics coordination including location, catering, supplies, technical equipment etc.
- Visas for official travel

- Onboarding and offboarding administrative support to outposted staff, consultants and interns

Other Activities

- Support HR data analysis and reporting
- Assist with the coordination of meetings and well-being initiatives as needed
- Assist with maintenance of HR SharePoint pages
- Any other support activities, as needed

IV. Impact of Results

Working with a high degree of operational independence, the HR Associate contributes to the achievement of overall service delivery results in HR and Operations activities. The HR Associate provides input into the design and development of improved transactional services and delivery processes. The execution of the HR Associate's deliverables supports the ability of ICTD to operate effectively and thereby contributes to the delivery of results globally for UNICEF.

V. Competencies and level of proficiency required

Core Values attributes

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

Core competencies skills

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

VI. Recruitment Qualifications

Education:	Completion of secondary level education is required. University degree or courses in Business Administration, Human Resources, Social Sciences or a related field are an asset.
Experience:	A minimum of 6 years of progressively responsible work experience in human resources, operations or administration is required. <ul style="list-style-type: none"> • Strong attention to detail with solid planning and organization skills

	<ul style="list-style-type: none">• Proactivity and self-starter attitude• Client-Orientation• Inter-personal and communication skills• Commitment and drive for results• Versatile and solid skills with Information and Communication Technology applications
Language Requirements:	Fluency in English is required, fluency in Spanish an advantage. Knowledge of another official UN language is an asset (Arabic, Chinese, French, or Russian)