



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

I. Post Information

Job Title: Human Resources Specialist
Supervisor Title: Human Resources Manager/PG
Organizational Unit: DHR
Post Location: NYHQ

Job Level: P-3
Job Profile No:
CCOG Code:
Functional Code:
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:

The Human Resources Business Partner (HRBP) Unit works closely with partners and stakeholders to strategically align HR with business needs. HRBPs invest their holistic knowledge of Human Resource Management to guide leadership, management and staff and provide them with sound, tailored, and coherent HR solutions. They will address HR related needs and proactively advise their partners on appropriate strategies and measures. The HRBP Unit will also collaborate with DPC's Centers of Expertise, Regional HR teams and GSSC to support the rollout and implementation of HR Reform, policies, practices, tools, and much more.

This P3 HR Specialist will be working closely with the HRBP team in Programme Group (PG) and with the Evaluation Office (EO) on various HR initiatives.

Purpose for the job

The HR Specialist has a joint reporting line to the HR Manager in PG and DAPM HR Manager with work related to Evaluation Office. He/She executes HR services through applying knowledge of theoretical HR models, as well as understanding of organizational HR policies and procedures. The HR Specialist will be responsible for providing strategic and process improvement support to HR Business Partnering including recruitment and talent management. He/She will support the

Programme Group in various facets of the Human Resources function and will have a primary focus on understanding and driving efficiencies in human resources management. This role will directly support employees and managers in PG to provide solutions to their queries as well as directing employees to query specific experts within the partnership. He/She will also contribute to **Evaluation office** goals and action plans on organizational culture, performance management, and talent management, and support with internal communication of Evaluation Office HR ongoing initiatives and achievements.

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

Summary of key functions/accountabilities:

Business Partnering

- Through research of policies and analysis of data, provide support to the HR Business Partner in advising their clients on HR-related needs and developing subsequent plans of action.
- 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, DHR 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 in Programme Group.
- 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.

Support to 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.
- Support the implementation of HQEI and provide management strategic advice on implementation

Learning and Capacity Development

- Provide career advice and feedback to colleagues aspiring to their career directions.
- In collaboration with business owners, support the design and delivery of learning plans for staff.
- Contribute to the mapping of competencies for all staff included in the assigned client portfolio, assisting in the development of a comprehensive framework in support of the development of the talent pipeline.
- Research on efficient and cost-effective learning products which enable staff to develop their skills and competencies.

- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

HR Data Analytics

- Collect, interpret and analyze HR data to help inform decision making on HR processes and strategies.
- Support the development and implementation of data collection systems to optimize data quality.
- Coordinate with country offices and partners to provide assistance in their HR information management.
- Provide inputs and insights using data and analytics and contribute significantly to the creation of a proactive mobility strategy. Identify areas for talent mobility optimization, allowing the organization to strategically deploy its workforce efficiently to meet business needs.

IV. Impact of Results:

The impact is centered on providing thorough and accurate analysis of individual cases and processes. While the type of analysis and decision-making varies among the different HRM specialties, typical examples include:

- Interpreting a body of rules, regulations and precedents to determine eligibility for entitlements or benefits
- Helping supervisor determine qualification requirements for vacant posts
- Comparing the qualifications of several candidates with those of the post and recommending the one(s) most suitable
- Classifying unique job descriptions by application of promulgated classification standards.
- Determining the action needed in order to improve staff skills through the identification of individual and organizational training needs
- Recommending the most appropriate methods of training to meet these needs or analyzing work to determine the relative worth of jobs

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

i) Core Values

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

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

Technical

Advanced knowledge of the principles and concepts of human resources management.
Ability to identify issues, conduct rigorous research, and make conclusions and recommendations.

Strong research, planning and organizational skills.

Excellent knowledge of information technology systems and tools.

Interpersonal and Communication

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.

VII. Recruitment Qualifications

Education:

A University Degree in human resource management, business management, international relations, psychology or another related field is required.

Experience:

A minimum of five years of relevant professional experience in human resources, including generic experience in talent management functions is required.

	<p>Relevant experience in human resources system management with a broad view of the information system environment in an international setting or large corporation is required.</p> <p>Relevant experience in the development and delivery of learning, capacity building, and transfer of knowledge strategies, plans, and training programs (including training materials) is desirable.</p> <p>Excellent knowledge of information technology systems and tools.</p> <p>Relevant experience in data analytics and reporting is required.</p> <p>Prior experience working in the UN System or other international development organizations is desirable.</p>
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>