



UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: People & Culture Specialist (Projects & coordination)
Supervisor Title/ Level: Chief, Human Resources/ P-5
Organizational Center: People & Culture Centre – Supply Division
Post Location: Copenhagen

Job Level: P-3 TA
Job Profile No.
Job Classification Level:

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 Sustainable Development Goals (SDGs) commit all governments to comprehensive, integrated, and universal transformations by 2030. Countries are required to mobilise efforts to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind. Without adequate and sustained investments in health, the SDGs will not be realised.

Strategic office context :

UNICEF Supply Division (SD) works to ensure equitable and inclusive access to essential supplies and services for children and their families, in development, humanitarian and fragile contexts. These supplies are critical to saving lives, supporting children's health and education, and protecting them from abuse, exploitation, and neglect. As the UN's largest end to end supply chain entity, UNICEF leverages its global reach, market influence, supply chain expertise and partnerships with governments, civil society, private sector, industry, and other stakeholders to meet children's needs and protect their rights around the world.

SD focuses on three result areas to maximize impact, scale, and effectiveness: strategic procurement; supply preparedness and response in humanitarian and fragile contexts; and supply chain optimization. To facilitate and accelerate progress toward these results, SD employs three change strategies: financing for supply and services, supply chain digitalization and supply chain localization.

The People and Culture Centre leads strategic human resources management by strengthening workforce capabilities, promoting high performance, and fostering an inclusive work environment. It drives the development and delivery of strategic HR solutions across the organization. The Centre oversees workforce planning, talent management, and the development of a future-ready workforce within the supply community. It also provides technical expertise and supports leadership development initiatives.

This position is located in the People & Culture Centre and provides support to a broad range of P&C functions.

Purpose for the job

Under the supervision of the Chief, Human Resources, the People & Culture Specialist supports integrated HR service delivery by strengthening coordination across all units in the People & Culture Centre, contributing to the implementation of the Centre workplan through project management, and enhancing the efficiency, effectiveness, and client orientation of HR services. The role also provides support in performance monitoring, change initiatives, and ensures service continuity across key P&C functions.

III. Key functions, accountabilities and related duties/tasks:**HR Workplan Delivery & Project Management**

- Lead and/or support the implementation of specific HR projects aligned with the HR strategy and annual workplan.
- Develop and manage project plans, timelines, deliverables, and progress tracking.
- Identify risks and bottlenecks, and propose corrective actions.
- Contribute to reporting on HR outputs, outcomes, and overall results.

Change & Transition Support

- Support the planning and implementation of HR-related change and transition initiatives (e.g., organizational changes, new policies, systems).
- Contribute to stakeholder engagement, communication, and change readiness efforts.
- Monitor implementation progress and document lessons learned to inform future initiatives.

HR Delivery Model Improvement, Client Experience & Service Continuity

- Identify and implement improvements to enhance the efficiency and effectiveness of HR processes and service delivery.
- Support development and refinement of SOPs, workflows, and service standards.
- Promote a client-centric approach, ensuring responsiveness, consistency, and quality of HR services.
- Support the design, administration, and analysis of client experience and feedback mechanisms.
- Translate feedback into actionable insights and coordinate follow-up actions to improve service delivery and client satisfaction.
- Provide backup support to key HR functions, including HR Business Partnering and Talent Management, ensuring continuity of services during peak periods or staff absences.
- Maintain service standards and timely response to client needs across HR units.

V. Competencies and level of proficiency required

Core Values attributes

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

Core competencies skills

1. Builds and maintains partnerships
2. Demonstrates self-awareness and ethical awareness
3. Drive to achieve results for impact
4. Innovates and embraces change
5. Thinks and acts strategically
6. Manages ambiguity and complexity
7. Works collaboratively with others

VI. Recruitment Qualifications

Education:	Advanced university degree in Business Administration, Human Resources, organizational development & learning, business, marketing, Supply management or social science is required.
Experience:	Atleast 5 years experience in human resources, learning & development, or talent management, ideally in international or complex operational contexts. Relevant experience at the national and/or international levels in project management, planning and monitoring, in a related field.
Language Requirements:	English is mandatory and another UN language is desirable.