



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

**I. Post Information**

**Job Title:** Chief of Human Resources  
**Supervisor Title:** Deputy Representative-  
Operations  
**Organizational Unit:** Human Resources,  
Bangladesh CO

**Job Level:** P4  
**Job Profile No:**  
**CCOG Code:** 1A06  
**Functional Code:** HRE  
**Job Classification Level:** P4

**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.

**Purpose of the job:**

Under the supervision of Deputy Representative- Operations, manages all human resource activities including the supervision of human resources staff in the large sized country office in accordance with the HR strategy and work plan, aligned with the Country Programme Management Plan as well as the goals and strategic needs of the organization. Provides leadership and guidance in human resources that promote a gender-balanced multidisciplinary team of professionals. As part of the DHR team, contributes to the development of strategies to identify and promote a gender sensitive workplace.

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

**Summary of key functions/accountabilities:**

**Recruitment, Selection and Placement**

- Support, implement and administer the effective and timely recruitment processes in the hiring, developing and retaining the best talents available to support the strategic human resources needs of the office and the organization.

- Support the office's human resources needs for national professional officers, general service, and temporary employees by implementing proper and expedient recruitment procedures. Ensure organizational human resources targets are met while ensuring the recruitment and retention of staff a diverse body of staff of the highest caliber. Promote gender equality, equity, transparency, and consistency in the selection and placement of staff.
- Work to establish a targeted approach to recruit specialized talent, with particular focus on MTSP areas, to fill posts requiring specialized expertise, at the global, regional, or local level.
- Establish and implement results-oriented action plans and sound budgets to coordinate targeted recruitment efforts with identified need at UNICEF in the short-term, intermediate-term, and long-term. Monitor and evaluate the measurable results of targeted recruiting efforts and its impact on UNICEF human resources with emphasis on all aspects required to achieve UNICEF's objectives for gender parity, diversity, and a supportive work environment for men and women.

#### **Policy Implementation and HR Administration**

- Establish and maintain equity, transparency and consistency in the interpretation, determination, implementation, and administration of HR policy, procedures and guidelines on all HR related matters applicable to the staff.
- Ensure timely, equitable, transparent and systematic administration of all HR benefits, entitlements, contracts renewal and termination, performance management, promotions and other HR activities.
- Identify opportunities for the country office to support UNICEF's global HR priorities, campaigns and partnerships, and lead, advise or recommend new initiatives to adopt in the office.
- In close coordination with the Regional Office and DHR, implement and administer the equitable, transparent and efficient GS job classification system in compliance with the established job classification policy, guidelines, procedures and related requirements.

#### **Capacity Building and Career Development**

- Opportunities to develop and support capacity among country HR staff, other colleagues and other relevant partners are regularly identified and addressed as appropriate.
- In coordination with the relevant partners, the Regional HR Development Committee and DHR, implement timely and effective staff learning and development programmes and briefing on career management to all staff in the office in order to strengthen their capacity building and advance career development planning.
- Support and utilize a database on staff development activities and training contracts and take follow-up actions for processing of external collaborator contracts and implementation of planned training activities.
- Determines training and learning needs in consultation with organizational units at HQ and in the field in order to identify organizational competency gaps and gender imbalances. Plans and arranges regional operations workshops/learning programmes for organizational competency building. Advises on staff learning/development, career development, coaching and counselling in operations area that is gender sensitive.

#### **Strategic HR Planning and Management**

- Provide ongoing strategy guidance, interpretation and technical support to management of the country offices in the all area of HR management. Provides accurate and sound technical analysis and timely support to the management and planning process in the office as it relates to budget planning, staffing, organization design, change management and other HR strategy planning and development deliberations.
- Liaise with the HQ Divisions to support and contribute to corporate HR strategy formulation and local implementation; advise on the applicability of new strategy and guidelines to country office HR plans and activities. Provide feedback and make

recommendations from a field perspective on the establishment and improvement of systems and internal controls, planning and change management and resolution of HR issues and problems.

- Participate in or support Country Programme Strategy Review and Regional Management Team Meetings to identify new trends, priorities and requirements. Participate in Global workshops and meetings for the strategic planning of Operations/Human Resources/Information Technology/Supply

### **Management Excellence in the Office**

- Promote management excellence in the office by ensuring accountability in all areas of HR and by demonstrating a high level of skills in the management of staff resources including staff selection based on merit and the needs of the organization, staff aspiration and counselling, systematic and equitable performance management, and staff development and learning activities.
- Effectively manage the human and financial resources (budget planning, management and monitoring) of the office and ensure both are optimally utilized.
- Monitor compliance with all systems and procedures and ensure management integrity and accountability with high quality standards in all activities in HR; ensure the implementation of agreed audit recommendations; advise on corrective measures to be taken and establish relevant internal controls.

### **Staff and Management Relationship Management**

- Monitor staff/management issues and support/advise management and staff as appropriate to improve the relations and resolve the issues. Provide administrative support to the staff-management bodies in the capacity of HR focal point in the office.

### **Inter-agency Cooperation, Networking and Partnerships**

- Ensure active coordination of HR initiatives with other agencies. Maintain effective and steady communication or working relations with UN agencies to seek harmonization as well as new ways to enhance effective HR management and development in UNICEF. Support common strategies and approaches for enhancement of the HR reform within the Common system.
- Co-ordinate HR activities with UNICEF offices in the region and other UN agencies and cooperate with partners in the locality, including Government and NGOs. Identify and explore the “best practices” in HR area. Participate in the inter-agency coordination, conferences and other forums to improve HR planning, implementation, staff learning and development, recruitment, etc.

### **Emergency and Staff Security**

- In coordination with management and the staff, plan and ensure effective emergency preparedness and rapid responses in case of emergency.
- Properly and promptly investigate and respond to emergencies affecting staff, including immediate actions, and if necessary, coordination with UN agencies and other parties concerned, in accordance with the UN and UNICEF emergency and security policy and guidelines.

### **Emergency Preparedness and Response**

- Assists in monitoring and assessing the emergency preparedness plan including its validity for the current crisis, i.e., the security situation and immediate actions needed, the ability of the office to function, the funds that have been reallocated from existing sources, etc. Advises on adapting the emergency preparedness and response plan as necessary, with particular attention to gender issues that may be expected to intensify during emergencies.

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

The work impacts the development of new and/or modifications of existing policies, practices and techniques as well as the revision of HR work performed at lower levels and taking corrective and adaptive actions.

They are accountable for (a) convincing management of the utility of improved approaches to the delivery of assigned HR services; (b) addressing problems involved in formulating UNICEF's position on the interpretation and application of policies, regulations and rules to highly contentious cases; (c) satisfying the organizational, programmatic and HR needs related to the field of work; and (d) developing expert advice for UNICEF that is recognized and accepted as being fully sound.

The work is defined by support to one major or a group of UNICEF's departments and offices yet the impact of work encompasses the UNICEF HR community as a whole requiring continuous and collaborative exchange of technical expertise with peers and management to ensure it is seen as speaking with one voice.

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

##### **i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

##### **ii) Core Competencies (For Staff with Supervisory Responsibilities) \***

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

## VI. Skills

### Managerial

The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning.

Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.

### Strategic

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

Ability to help design and implement innovative HR programs within a fast paced, evolving, and wide organizational setting.

### Technical

Authoritative technical knowledge of the principles and concepts of human resources management.

Capacity to adapt policies, approaches and models to meet emerging needs.

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.

## VII. Recruitment Qualifications

Education:	An Advanced University Degree in human resource management, business management, international relations, psychology or another related field is required.
Experience:	Eight years of professional experience in human resource management in an international organization and/or large corporation is required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

## Child Safeguarding Certification

(to be completed by Supervisor of the post)

**Child Safeguarding** refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	<input type="checkbox"/> Yes      X <input type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes      X <input type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  <i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>	<input type="checkbox"/> Yes      X <input type="checkbox"/> No
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes      X <input type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  <i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i>	<input type="checkbox"/> Yes      X <input type="checkbox"/> No
4. Is this a Safeguarding response role*  <i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i>	<input type="checkbox"/> Yes      X <input type="checkbox"/> No
5. Is this an Assessed risk role*?  <i>*The incumbent will engage with particularly vulnerable children<sup>1</sup>; or Measures to manage other safeguarding risks are considered unlikely to be effective<sup>2</sup>.</i>	<input type="checkbox"/> Yes      X <input type="checkbox"/> No

<sup>1</sup> Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

<sup>2</sup> i.e. the role-risk will be compounded by other residual risks.