



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

I. Post Information

Job Title: Human Resources Officer
Supervisor Title: Human Resources Specialist
Organizational Unit: UNICEF Burundi Country Office

Job Level: P1/NOA
Job Profile No:
CCOG Code: 1.A.06
Functional Code: OH
Job Classification Level: P1/NOA

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 Generic Job Profile for a Human Resources Officer, at the P1/NOA level, can be used either in the Division of Human Resources, a UNICEF country office, or regional office. They generally report to a Human Resources Specialist/Manager, at either the NOC/P3 or NOD/P4 level, or in some rare cases, Chiefs of section at the P-5 level.

The P-1/NOA level is an entry professional level and should therefore be used for training purposes under close guidance by an expert on HR for the purpose of acquiring organizational knowledge of rules, regulations and processes to supplement academic and theoretical knowledge of the profession for upward mobility to higher responsibilities.

Purpose for the job

The HR Officer reports **to the HR Specialist** for close guidance, training and supervision. The Officer provides support to the supervisor and colleagues in the unit by executing HR services through applying knowledge of theoretical HR models, as well as understanding of organizational HR policies and procedures.

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

Summary of key functions/accountabilities:

1. 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.
- Under the supervisor's guidance, provide accurate and timely advice to clients on HR processes and policies, ensuring the highest level of client-orientation.
- Support supervisor in proactively advising clients on the resolution of human resources issues by recommending equitable and transparent solutions that protects both the staff and organization's interests in accordance with policies, regulations and procedures.
- Research and compile data that conveys organizational progress towards gender equity and cultural diversity.

2. Strategic Human Resources

- Help supervisor liaise with the HQ Divisions, regional and country offices to support and contribute to corporate HR strategy formulation and global implementation.
- Research and provide data which helps inform the improvement of HR systems, policies and processes.
- Keep abreast and research 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.

3. 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.

4. Learning and Capacity Development

- In collaboration with business owners, support the design and delivery of learning plans for staff.
- Contributes 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.

- Provide orientation briefing to new staff.

5. 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.

IV. Impact of Results:

Through research, analysis and interpretation of policy, carried out under very close supervision, the incumbent strengthens the supervisor's capacity in effectively and efficiently executing all human resource services and tasks.

The impact is thus 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:

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

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- 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)

Functional Competencies

- Analyzing (1)
- Applying technical expertise (2)
- Planning and organizing (1)
- Following instructions and procedures (2)

VI. Skills

Technical

Basic 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:	Two years of professional experience in human resource management in an international organization and/or large corporation is required.
Language Requirements:	Fluency in French and working knowledge of English.