Job Classification

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Job Description Type:	Specific Job Description		
Category:	GS (General Services)	Region:	WCAR
Reason for Classification:	Revised responsibilities	Country:	Nigeria
Level:	G-6	Duty Station:	Abuja
Title:	Human Resources Associate - Data & Systems Support	Office:	Nigerian Country Office
Title Information in Parenthesis:	(Data & Systems Support)	Section:	People Management (HR)
CCOG Code:		Unit:	Human Resources Management
UNICEF Code:		Case Number:	
Classified by:	Arthur Adje	Post Number:	43612
		Classified Date:	9/19/2023

Organizational Context:	UNICEF Nigeria is passionate about our cause and committed to our mission: to promote the equal rights of children and to support their full participation in their communities' political, social, and economic development. The objective of the People Management Section is to Strengthen Human Resources Management through recruitment, strategic partnership, effective performance management and the establishment of practices and procedures that promote an enabling gender and geographic-balanced environment for increased staff satisfaction to achieve key results for children. The focus of the position is to support the People Management Team with the application of data analysis techniques to Human Resources Processes and data. It involves gathering, analyzing, and interpreting data related to various HR functions to make informed decisions and improve the overall effectiveness of UNICEF Nigeria's workforce management.
Purpose of the Job:	Under the close supervision and guidance of the Human Resource Officer or Specialist, the Human Resources Associate (data & systems support) provides administrative, procedural, data, and operational support and assistance to the efficient implementation of a broad range of Human Resources functions for all categories of staff in the office, ensuring accurate and timely delivery that is in compliance with UNICEF HR rules and regulations. The Human Resources Associate (data & systems support) will also be the focal point for all HR data creation and management as it pertains to HR analytics and data for the Nigeria Country Office.
Key functions, accountabilities and related duties/tasks:	1. Support to business partnering 2. Support in HR Data analytics tracking and management 3. Support in the processing of entitlements and benefits of local staff 4. Support in recruitment and placement 5. Support in learning and capacity development 6. General office support 1. Support to business partnering • Support the business partners in developing initiatives to encourage employee well-

being and employee recognition schemes
• Support the management of change processes by advising clientele on changes to HR processes under the guidance of the HR Business Partner
• Support the business partners in assisting clientele in using internal HR systems such as talent management, Agora and Achieve
2. HR Data Analytics Management:

• Support the collecting and compiling of HR-related data, including recruitment metrics, employee demographics, retention rates, and performance indicators.
• Analyze HR data to identify patterns, trends, and insights related to recruitment, employee engagement, and workforce planning.
• Create meaningful HR reports and presentations to communicate key findings and recommendations.
• Collaborate with the HR team and management to identify data-driven solutions to address HR challenges and optimize processes.
• Monitor and evaluate the effectiveness of recruitment strategies and initiatives through data analysis.
• Support the conducting of predictive analytics to identify potential recruitment needs and skills gaps within the NCO.
• Support the conducting of predictive analytics to identify HR needs and gaps within the NCO.
• Ensure data accuracy, integrity, and security by implementing appropriate data management practices and protocols.
• Stay updated on data analytics tools, techniques, and industry trends to enhance HR data analysis capabilities.
• Provide guidance and support to the HR team in utilizing HR data for decision-making and strategic planning.
• Develop and monitor trackers and powerBI dashboards for data for which real-time reports is required.
• Prepare informative PowerPoint reports to be shared with the Chief of the HR section, senior management, regional office & HQ as when due.
• Identify lapses and inaccurate staff-related data and follow up with appropriate stakeholders to have them rectified.
• Facilitate Knowledge transfer and sharing within the NCO HR team.
3. Support in the processing of entitlement and benefits
• In consultation with the supervisor, analyze, research, verify, and compile data and information on cases that do not conform to UN or UNICEF's HR Rules and regulations to support the consistent and equitable application of decisions and implementation of agreed-upon action.
• In consultation with the supervisor, analyze research and verify information for the purpose of responding to staff queries on areas related to benefits and entitlements.
• Initiates the processing of a wide range of personnel actions in accordance with UNICEF rules and regulations by ensuring all relevant forms and actions are completed by staff and forwarded to the GSSC.
• Maintains and prepares all personnel-related records and files, ensuring all information on each staff member is up-to-date and accurate.
4. Support in recruitment and placement
• Design and post engaging job advertisements on appropriate platforms (TMS, LinkedIn, Relief Webb, etc.)
• Manage applicant tracking systems and ensure all applications are properly recorded and tracked.
• When assigned, review resumes and applications to assess qualifications and longlist candidates.
• Coordinate and schedule interviews, ensuring efficient communication with applicants and interviewers.
• Conduct reference checks and verify candidate credentials as necessary.
• Collaborate with hiring managers and supervisors to ensure a smooth and consistent recruitment process.
• Continuously evaluate and improve recruitment processes for enhanced efficiency and effectiveness.
• Stay updated on recruitment best practices, market trends, and relevant legal requirements.

	5. Support in learning & capacity development • In consultation with the supervisor, researches, analyzes, verifies, and compiles information on external training courses available and educational institutions to help the supervisor decide on learning programmes that address learning gaps in his/her country office. • Assists team in organizing and conducting courses, workshops, and events by participating in exercises that aim to build the capacity of stakeholders. • Develops and processes contracts for institutions providing training and courses, ensuring compliance with UNICEF rules and regulations. • Assists team in organizing and conducting courses, workshops, and events by preparing and organizing distribution of materials for participants, ensuring availability of training venues and required equipment and supplies, while providing logistical and secretarial support at workshops and events as necessary. • Tracks the performance management cycle processes, ensuring the timely distribution and enhancing the timely completion and return of appraisals.
Impact of Results:	HR Associate (Data Analytics & Systems Support) aims to provide insights into key data & metrics that can help the People Management Team and the UNICEF Nigeria Management Team to make strategic decisions to optimize the workforce and enhance employee satisfaction and productivity. The HR Associate also supports the HRBP teams with transactional HR activities pertaining to recruitment and placement, entitlements administration, staff development, career development, job classification and/or performance management. Specialized activities pertain to the application of HR regulations, rules, and procedures in the context of a day-to-day basis. These positions, consequently, require in-depth knowledge of the subject matter and the capacity to carry out tasks with strong independence.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	Core Values • Care • Respect • Integrity • Trust • Accountability • Sustainability
Recruitment Qualifications:	Education: A Degree in Human Resource Management, Business Administration, or a Computer engineering/science-related course

Or

Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.

Experience:
• Minimum of 3 years experience in a similar role
Or
A minimum of 6 years of progressively responsible experience in a similar role in lieu of a University Degree
• Excellent computer and data analytics skills
• Previous relevant experience in using data gathering tools (e.g., Microsoft Power BI; SQL, SAP BusinessObjects; Sisense; TIBCO Spotfire, ThoughtSpot., Qlik, SAS Business Intelligence, Tableau, Excel, etc.) is mandatory.
• Excellent oral, written, and presentation skills
• Developing country work experience and/or familiarity with working in an emergency context is considered an asset.

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.

Attachments:
Classification Approval - Rep.pdf
HR Data Associate (Data _ Systems Support) - Specific JD Template - Classification.docx
Org Chart People Management.pdf

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