

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

JOB TITLE Human Resources Specialist JOB LEVEL: Level 3 REPORTS TO: Operations Manager LOCATION: Argentina Country Office	JOB PROFILE NO.: ____60000275____ CCOG CODE: ____1.A.06____ FUNCTIONAL CODE: ____OH/P3____ JOB CLASSIFICATION ____
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PURPOSE OF THE JOB

Under the supervision of the Operations Manager, manage human resource activities including the supervision of human resources staff in the small-medium size 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 guidance in human resources that promote a gender-balanced multidisciplinary team of professionals.

KEY END-RESULTS

1. Recruitment, Selection and Placement

- A diverse body of staff of the highest calibre are recruited and retained, including staff with specialized talent aligned with the priorities included in MTSP.
- Equity, transparency, efficiency and consistency are established in the placement and selection of staff, and the measurable results and impacts of recruiting efforts on the organization are fully evaluated.
- HR resource management and strategy planning incorporate a continuous analysis of gender disparities to identify strategies and actions to promote gender equality, diversity and a gender sensitive work environment.

2. Policy Implementation and HR Administration

- Equity, transparency and consistency are clearly demonstrated in the interpretation, determination, implementation, and administration of HR policy, procedures and guidelines on all HR related matters.
- HR benefits, entitlements, job classification, performance management, promotions and contracts renewal and termination are administered in a timely, equitable, systematic and transparent manner.

3. Capacity Building and Career Development

- Capacity building and career development among all staff are strengthened.
- Capacity development and support opportunities are identified and provided for HR staff, other colleagues, and relevant partners as necessary.

4. Strategic HR Planning and Management

- HR management and strategy planning are effectively supported by sound technical analysis, and office management and planning processes. Strategy guidance and technical support for HR planning and management is always available to management.
- Local implementation of /regional /country level HR strategy is effectively undertaken in coordination with the Regional Office and HQ Divisions.
- New trends, priorities, requirements, and strategic HR plans are identified and incorporated through participation in Country Programme Strategy Review, Regional Management Team Meetings, and Global workshops, as appropriate.

5. Management Excellence in the Office

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- Management excellence and integrity, gender equality and gender equity are promoted and enhanced through measurable accountability and demonstrated leadership in HR management of the office.

6. Staff and Management Relations

- Communication between management and staff are clear, and sound relations between management and staff are effectively established and maintained.

7. Inter-agency cooperation, Networking and Partnerships

- HR initiatives are well-coordinated with other UN and Government agencies, to the betterment of HR planning, cooperation and implementation.

8. Emergency and Staff Security

- Emergency preparedness and emergency rapid responses are established and ensured. Emergencies affecting staff are promptly and properly investigated and appropriate coordinated actions are swiftly undertaken.

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. 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. Promote equity, transparency, and consistency in the selection and placement of staff.

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 a diverse body of staff of the highest calibre.

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.

2. 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

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policy, guidelines, procedures and related requirements.

3. 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.

4. Strategic HR Planning and Management

Provide ongoing guidance, interpretation and technical support to management of the country offices in the area of HR management. Provide accurate and sound technical analysis to the management and HR planning process in the office as it relates to budget planning, staffing, organization design, and change management.

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.

5. Management Excellence in the Office

Promote management excellence in the office by ensuring accountability in 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 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.

6. 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.

7. Inter-agency Cooperation, Networking and Partnerships

Ensure active coordination of HR initiatives with other agencies. Maintain effective and steady

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communication or working relations with UN agencies to seek harmonization. Support common strategies and approaches for enhancement of the HR reform within the UN Common system.

Collaborate with UN/UNICEF HR colleagues in the region, cooperate with partners in the locality, including Government and NGOs to 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.

8. 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.

9. 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.

JOB GRADE FACTORS ¹

- P3**
- Manage and supervise to ensure effective human resources (HR) management for a small-medium country office with relatively small size of total budget and with relatively small number of staff members in the office, but engaging in all the areas of HR.
 - Manage the HR function of the Office by leading a team of HR staff in the HR cluster (Unit).
 - Support the HR function of the Office by heading specific aspects of HR functions in a large office.
 - Provide technically accurate and sound recommendations on interpretation and implementation of HR policy and procedures, and optimal utilization of UNICEF's resources, in compliance with rules and regulations.
 - Provide technical input to the development of human resources policies, systems and procedures as and when required.
 - Plan and conduct HR training activities for staff's competency building, staff development, learning and career development. Provide coaching to the staff on performance enhancement/development.

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QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

1. Education

Advanced university degree or equivalent backgrounds, in Human Resources, Business Administration, International Relations, Social Sciences, Psychology or related areas.

2. Work Experience

Five years of relevant professional HR Management work experience. Developing country work experience (for IP) or field work experience (for NO). Background/familiarity with emergency operations and staff security.

3. Language Proficiency

Fluency in English and another UN language (for IP), or
Fluency in English and local working language of the duty station (for NO).

4. Competency Profile (For details on competencies please refer to *UNICEF Professional Competency Profiles*.)

i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

ii) Core Competencies (Required)

- Communication [II]
- Drive for Result [II]
- Working With People [III]

iii) Functional Competencies (Required)

- Analyzing [II]
- Applying Technical Expertise [II]
- Planning and Organizing [II]
- Formulating Strategies and Concept [II]
- Leading and Supervising [II]

iv) Technical Knowledge

a) Specific Technical Knowledge Required (for the job)

(Technical knowledge requirements specific to the job can be added here as required.)

- Executive Board and other policy documents; Executive Directives related to the areas of expertise
- RMT Decisions
- Country Programme Management Plans
- Performance Management
- Benefits Administration (MIP, Van Breda, UNJSPF)
- Job Classification Guidelines
- Compensation

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- Organization design, planning, development and strategy
- Organization culture, change management,
- Strategic HR planning and management
- UNICEF Financial rules and regulations, Budget policies, procedures, guidelines and instructions
- Staff Relations
- Career and Staff development
- Learning/Training
- Recruitment/Selection/Placement
- Succession planning
- Staff welfare and rights of staff members
- Local Salary Survey Methodology
- Knowledge of principles of gender parity and equality

b) Common Technical Knowledge Required (for the job group)

- UN Staff Regulations and Rules and Personnel Directives
- UN mission and system; International Code of Conduct
- UNICEF Mission and UNICEF Guiding Principles
- Principles of HR management and its linkage to UNICEF programmatic goals, visions, positions, policies and strategies (MDGs, UNDAF, HIV/AIDS, WFFC, MTSP, etc.)
- Rights-based and Results-based approach and programming
- UNICEF HR Policy & Procedures Manual (PAM) and rules and regulations, Administrative Instructions and Circulars
- Field Security Manual
- Gender equality and diversity awareness

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- Local government regulations and laws as required
- UN policies and strategy relating to the UN Reform and harmonization of the common system
- UN common system approach and harmonization in HR
- UN policies and strategy to address international humanitarian issues and the responses
- UNICEF's HR vision, goals, strategies and policies
- Latest development and future in HR management
- Use of corporate office computer system applications and software, including LAN, email, word processing, spreadsheet, database, telecommunications
- UN guideline on sexual exploitation and abuse by UN staff and partners
- Emergency programme policies, goals, strategies and approaches
- Emergency operations practices and guidelines
- Global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches
- HR technology and systems
- UN Security practices and guidelines
- UNSECORD training for members of Security Management Team

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Signatures- Job Description Certification		
Name:	Signature	Date
Title: (Supervisor)		
Name	Signature	Date
Title: Head of Office		