TERMS OF REFERENCE
(FOR Temporary Appointments)

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UNICEF-BCO: TERMS OF REFERENCE (TOR)
Job Title and Level: HR Assistant, G-5
Section: Cox's Bazar - Operations
Duration: 6 months
Duty Station: Cox's Bazar
Reports to: Operations Manager

1. Purpose of Assignment:

Cox's Bazar field office was established in 2017 to respond to the forcibly Myanmar national's humanitarian emergency. Currently Cox's Bazar field office has a total number of around 140 staff members. Cox's Bazar field now has expanded its scope of work to implementation of development programmes in the host communities. In addition to this from the beginning of 2022, the government of Bangladesh has moved about 35,000 forcibly Myanmar nationals to Bashan Char and UNICEF has a strong footprint in WASH, Child protection and Education. This means that UNICEF staff will increasingly be present in the Island.

To this end there is need to have a strong HR representation on the ground in Cox's Bazar to take care of urgent HR issues to ensure that all staff issues are attended to in a timely manner.

Under the close supervision and guidance of the CXB Operations Manager the Human Resources Assistant GS 5 provides administrative, procedural and operational support and assistance to the efficient implementation of a broad range of Human Resources functions for all categories of staff in his/her office, ensuring accurate and timely delivery that is in compliance with UNICEF HR rules and regulations.

2. Major duties and responsibilities:

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 HR Business Partner

- Support the business partners in assisting clientele in using HR systems such as talent management, agora and achieve.

2. Support in processing of entitlement and benefits

- 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.
		3. Support in recruitment and placement • Prepares and circulates internal and external advertisements. • Liaises with candidates in the various stages of the recruitment process. • Prepares formal acknowledgement, offer and regret letters. • Initiates and follows up on reference checks and academic verifications and ensuring the completion of other background checks. • Records and maintains recruitment files, ensuring all necessary documentation has been prepared. • Monitors life cycle of recruitment process to update supervisor as necessary.
		4. Support in learning & capacity development • 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.
		5. General office support. • Drafting and/or processing a variety of correspondence and other communications • Setting up and maintaining HR files/records (electronic and paper) • Scheduling appointments and meetings • Maintain and generate automated databases containing HR related statistics and generating periodic reports; and performing a variety of administrative duties (e.g., leave recording, etc.).

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

EDUCATION & OTHER SKILL: Completion of secondary education, preferably supplemented by technical or university courses related to the field of work.

WORK EXPERIENCE: A minimum of 5 years of progressively responsible administrative or clerical work experience required

LANGUAGE PROFICIENCY: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

<u>Values</u>	<u>Competencies</u>
▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability	▪ 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)

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.	☐ Yes	☒ No
2a. Is this a Direct* contact role?	☐ Yes	☒ 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. *"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.	☐ Yes	☒ No
3a. Is this a Child data role? *:	☐ Yes	☒ 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) * "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".	☐ Yes	☒ No
4. Is this a Safeguarding response role* *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	☐ Yes	☒ No
5. Is this an Assessed risk role*? *The incumbent will engage with particularly vulnerable children[1]; or Measures to manage other safeguarding risks are considered unlikely to be effective[2].	☐ Yes	☒ No

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[1] 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).

[2] i.e. the role-risk will be compounded by other residual risks.