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| **I. Post Information** |
| POST NUMBER/ CASE NUMBER: Human Resources Assistant, GS-5, #43719POST/CASE NUMBER OF SUPERVISOR: Regional Chief of Human Resources, P-5, 17337REGION/DIVISION: LACRO, Human ResourcesDUTY STATION: PanamaUNIT: Human Resources | CATEGORY: General ServicesPROPOSED LEVEL: GS-5JOB TITLE: Human Resources AssistantFunctional Code: HREICSC CCOG Code: 2A06 |

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| II. Strategic Office Context and purpose for the job |
| The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.**Purpose for the job:**Under the close supervision and guidance of the Regional Chief of Human Resources, the **Human Resources Assistant** 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 the LAC Regional Office, ensuring accurate and timely delivery that is in compliance with UNICEF HR rules and regulations.  |

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| III. Key functions, accountabilities and related duties/tasks: |
| **Summary of key functions/accountabilities:** 1. **Support in recruitment and placement**
	* Prepares and circulates internal and external advertisements.
	* Coordinates the scheduling of interviews and technical assessments.
2. **Support in learning & development**
* Coordinates with Supply Unit the processing of institutional contracts 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 support at workshops and events as necessary.
* Keep updated information and monitoring the use of Regional Learning Funds allocated to Country Offices, and provide periodic reports for the RCHR.
1. **General office support**
	* Responsible for setting up and maintaining HR electronic files/records in SharePoint.
	* Prepares and maintains agendas on meetings and events related to the work group commitments.
	* Takes minutes of meetings, ensuring accuracy, attention to detail and coherence.
	* Liaises with budget focal points and section over costs and needs.
* Carries out transactions in VISION pertaining to payments such as creating funds commitments or funds reservations.
* Responsible for collecting invoices and filing documents for approval and, thereafter processing in VISION.
* Responds to client transaction status and other inquiries.
* Keep monthly reports of Attendance, leaves, TWODS etc and inform Managers when there are necessary actions.
1. **Travel**
	* Provides travel assistance to staff members in section for travel arrangements based on the organization’s rules and policies.
	* Briefs/de-briefs staff members on issues relating to related administrative matters such as visas, security clearance, and documentation procedures.
	* Assists in the preparation of budgets on travel costs and maintain travel plan and budgetary control records.
2. **Reporting/Data Analytics**
* Maintains and generates automated databases containing HR related statistics and generating periodic reports.
* Research, compile and verify data which facilitates preparation of workforce planning reports for supervisor to review against benchmarks i.e. Gender and geographical balance and other recruitment related key performance indicators.
* Keep updated Organizational Charts in HR Share Point for both RO and COs, liaise with COs to ensure information from COs is up to date.
* Prepare and consolidate information for other reports requested by HQ to RO on HR Matters.
* Manage and produce Insight reports related to HR data such: Recruitment – Performance – GSS – Pulse Check – Workforce Headcount of RO and COs and prepare monthly report of the HR Analytics for the region.
1. **Attendance**
* Maintains and updates the absence of the section, if required.
* Monitors absence/attendance reports in the office.
* Updates office travel time upon certification of home leave.
* Enters overtime requests of eligible staff members, based on the policy.
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| IV. Impact of Results  |
| The impact of the work of the **Human Resources Assistant** affects the delivery of discrete support services and is closely interrelated with the work of other members of the HR team. The work performed affects not only the timely delivery of HR processes but also indirectly the delivery of the client departments’/divisions’/offices’ programmes. They play a key role, as a member of the team, in providing routine and some specialized information both to client’s departments and to more senior members of the HR team on HR procedures and the progress of delivery against standards and deadlines.  |

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| **V. Competencies and level of proficiency required** |
| **Core Values attributes*** Care
* Respect
* Integrity
* Trust
* Accountability
 | **Core competencies skills*** 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)
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| **VI. Recruitment Qualifications** |
| Education: | Completion of secondary education, preferably supplemented by technical or university courses related to the field of work. |
| Experience: | A minimum of 5 years of progressively responsible administrative or clerical work experience in Human Resources is required.  |
| Language Requirements: | Fluency in Spanish and English is required. |