



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

I. Post Information

Job Title: Human Resources Specialist
Supervisor Title: Deputy Representative
- Operations
Organizational Unit: Mexico Country
Office

Job Level: P3
Job Profile No:
CCOG Code:
Functional Code: HRE
Job Classification Level: P3

II. Organizational 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.

Job Organizational Context:

Mexico is a country of origin, transit and destination for migrant children from the countries of northern Central America, seeking safety and opportunity in Mexico or the United States. These are children fleeing from gang-related and gender-based violence, organized crime, extortion, poverty and limited access to education and social services. They have been repeatedly exposed to threats, intimidation and insecurity in a lawless environment. Many also want to be reunited with their families who reside in the United States.

UNICEF is supporting state and local authorities for the rapid identification, registration and care of unaccompanied and separated children and adolescents who have entered the country or are moving through Mexico at both the northern and southern borders. Mexico Office supports the country deal with the migration crisis and implement actions to improve the lives of the children in Mexico in the areas of education, nutrition, social policy, child protection besides other transversal activities. The office is rapidly growing,

and we are in the process of building the structure that we need to increase our reach in the country and improve the services we deliver.

The HR Specialist (P-3) leads the HR unit and reports to the Deputy Representative – Operations, providing managerial and strategic oversight on the different HR areas (People Experience, Talent Management, Service Delivery, Humanitarian Preparedness & Response, and Special Projects & Innovation) and ensures that results are delivered in accordance with the vision set forward for the Operations Section. As a result, the staff acquires an in-depth understanding of the Mexico’s Office needs regarding the HR function and how to approach them to achieve the organization’s business objectives.

Purpose of the job:

The HR Specialist, within their area of responsibility, is accountable for implementing HR services that enhance the capacity of their clients to deliver on their business goals and objectives. In doing so, the incumbent demonstrates the ability to anticipate HR-related needs and develop subsequent plans and solutions that align HR management with business objectives.

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

Summary of key functions/accountabilities:

Business Partnering

- Serve as the single point of contact for their client portfolio on advice pertaining to all aspects of the employment life cycle
- Provide accurate and timely advice to clients on HR processes and policies, ensuring the highest level of client-orientation.
- Proactively advise clients on the resolution of human resources issues ensuring equitable and transparent solutions that protect both the staff and organizations interests in accordance with policies, regulations and procedures.
- Promote organizational goals and targets for gender equity and cultural diversity.

Strategic Human Resources

- Liaise with the HQ Divisions, regional and country offices to support and contribute to corporate HR strategy formulation and global implementation. Provide feedback and make recommendations on the establishment and improvement of HR systems, policies and processes.
- Keep abreast, research, benchmark, and implement 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.

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.

Learning and Capacity Development

- In collaboration with business owners, we design and deliver learning plans for staff to enhance their knowledge and build skills in new areas.
- Contributes to the mapping of competencies for all staff in assigned client portfolio, assisting in the development of a comprehensive framework in support of the development of the talent pipeline.
- Recommend efficient and cost-effective learning products which strengthen staff capacity to contribute effectively to business goals.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
- Provide orientation briefings for new staff.
- Provide day-to-day performance and talent management guidance to line management (e.g., coaching, counseling, career development, career conversations, and disciplinary actions).

HR Data Analytics

- Interpret and analyze HR data to help inform strategic decision making on HR processes and strategies.
- Develop 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:

Specialists at this level analyze proposals and requests received from managers, supervisors and staff and make recommendations or take technical sound actions.

Examples of such actions at this level include the resolution of a range of staff entitlement matters; the recruitment of staff to atypical positions within UNICEF requiring the use of outreach recruitment services, such as social networks; revisions to procedures for the classification of jobs, or the design of specific training programmes to meet new staff development needs.

As seasoned HR professionals, the Specialists' work reflects directly on the professionalism of the incumbent and the overall reputation of the HR community for technical quality in terms of both substantive depth and adaptive relevance to client needs and customer service approach to problem resolution.

Generalist positions cover a range of HR specialties and would normally have access to advice from specialists in the individual specialties (broad in scope but restricted depth of treatment of subject matter). Specialist positions, on the other hand, are more restricted in scope but require more in-depth analysis in order to solve case-by-case problems independently.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

VI. Skills

Strategic

Experience and ability to implement targeted and innovative human resources strategies to address clients' people-related needs.

Ability to implement innovative HR programs within a fast paced, evolving, and wide organizational setting.

Technical

In-depth technical knowledge of the principles and concepts of human resources management.

Ability to identify and analyze systemic issues, formulate opinions and make conclusions and recommendations to resolve same.

Excellent knowledge of organizational and HR information technology systems and tools.

Interpersonal and Communication

Demonstrated 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:	An advanced university degree (Master's Degree) is required, preferably, in one of the following fields: Human Resource Management, Business management, International Relations or Psychology
Experience:	Five (5) years of increasingly responsible professional experience in human resource management in an international organization and/or large corporation is required.
Language Requirements:	Fluency in both, Spanish and English is required.