



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

I. Post Information

Job Title: Human Resources Manager
Supervisor Title: **Principal Coordinator P-6**
Organizational Unit: **Supply Division, Global Supply Hub**
Location: **Addis Ababa, Ethiopia**

Job Level: P-4
Job Profile No: 130346
CCOG Code: 1A06
Functional Code: HRE
Job Classification Level:

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.

Strategic Office Context

The rising cost to governments and partners of health products (medical devices, medicines, and vaccines) has attracted public concern across the globe along with the inequities elucidated during the COVID-19 pandemic. Access to safe, effective, quality assured, and affordable essential products for children and their families through public health services is instrumental to improving the health of children and families, improving health coverage without incurring financial depredation and achieving meaningful change.

UNICEF procurement services function including pre-financing support to governments and supply chain operations will continue to be a strategic element in sustaining and expanding access to essential supplies for children and their families in many programme countries.

Many of Supply Division's approaches and solutions to support the adequate financing of supplies will continue to be expanded in the next strategic period 2026-2029. However, there is also a need to identify, build and strengthen new and current partnerships and supply and logistics solutions to support the provision of essential supplies and accelerate results for children in a post-pandemic "new normal" and poly-crisis environment.

The changing landscape, including the recent development of exciting partnerships, vis-a-vis UNICEF's Supply Function's support to AU Member States, including via UNICEF's

Procurement Services function. Within the framework of UNICEF's Africa Strategy, and contributing to UNICEF's localization agenda, UNICEF has expanded its partnership with Africa CDC, to initially focus on four outcomes: (1) Supply chain management (building Africa CDC's supply function); (2) -Stronger, more equitable primary health care, and emergency preparedness and response; (3) Pooled procurement; and (4) – African manufacturing.

Purpose of the Job

The institutional building of Africa CDC will require a dedicated team focusing on the day-to-day support and engagement with Africa CDC staff to facilitate skills transfer and coordination of the Africa CDC and UNICEF Expanded partnership joint workplan activities. The HR Manager, within their area of responsibility, is accountable for supporting Africa CDC with recruitment and implementing HR services that enhance the capacity of Africa CDC 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 in order to support UNICEF and Africa CDC to achieve positive outcomes for the Africa CDC and UNICEF expanded partnership..

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

Summary of key functions/accountabilities:

Management of Unit

- Support the Principal Coordinator in establishing the annual work plan, setting priorities/targets and performance measurements as they relate to recruitments to support the expanded partnership outcomes
- Monitor work progress and ensure results are achieved according to schedule and performance standards.
- Establish clear individual performance objectives, goals and timelines; and provide timely guidance to enable the team to perform their duties responsibly and efficiently.

Technical HR Leadership

- Provide technical leadership in recruitment with responsibility for supporting Africa CDC with recruitment f for compliance with principles and concepts, policies, regulations and rules as well as for soundness of judgement and conclusions.

Business Partnering

- Serve as the single point of contact in the Supply Hub for the support to recruitment portfolio on advice pertaining to all aspects of the employment life cycle
- Work with Supply Hub to help fulfill Africa CDC and UNICEF expanded partnership goals through advising on how to attract, retain and motivate staff of the highest caliber.
- Provide accurate and timely advice to clients on HR processes and policies, ensuring the highest level of client-orientation.

- Proactively advise Supply Hub on the resolution of human resources issues ensuring equitable and transparent solutions that protects both the staff and organizations interests in accordance with policies, regulations and procedures.
- Promote the organizational goals and targets for gender equity and cultural diversity as they relate to the expanded partnership.

Strategic Human Resources

- Liaise with the Supply Division , 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.
- Liaise with Africa CDC to support the development of corporate HR strategy formulation and global implementation. Provide feedback and make recommendations on the establishment and improvement of HR systems, policies and processes especially as they relate to the expanded partnership.
- 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.
- Responsible for strategic human resources forecasting for Supply Hub including identifying future human resource requirements in terms of numbers, types and levels of staff, and identifying emerging trends in profile requirements.
- Helps design optimal organizational, staffing structures and levels, and, in consultation with senior management develops standards and benchmarks staffing norms.

Implementation of assigned Human Resources Services

- Provide support to recruitment, , 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, 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 Supply Hub 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 Africa CDC.

- Provide orientation briefings to new staff in the Supply Hub.
- 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:

The work impacts the development of new and/or modifications of existing policies, practices and techniques as well as the revision of HR work performed at lower levels and taking corrective and adaptive actions.

They are accountable for (a) convincing management of the utility of improved approaches to the delivery of assigned HR services; (b) addressing problems involved in formulating UNICEF's position on the interpretation and application of policies, regulations and rules to highly contentious cases; (c) satisfying the organizational, programmatic and HR needs related to the field of work;(d) developing expert advice for UNICEF that is recognized and accepted as being fully sound,.

The work is defined by support to Supply Hub yet the impact of work encompasses the UNICEF HR community as a whole requiring continuous and collaborative exchange of technical expertise with peers and management to ensure it is seen as speaking with one voice.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

VI. Skills	
Managerial	
The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning.	
Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.	
Strategic	
Experience and ability to help design and implement targeted and innovative human resources strategies to address clients' people-related needs.	
Ability to help design and implement innovative HR programs within a fast paced, evolving, and wide organizational setting.	
Technical	
Authoritative technical knowledge of the principles and concepts of human resources management.	
Capacity to adapt policies, approaches and models to meet emerging needs.	
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 in human resource management, business management, international relations, psychology or another related field is required.
Experience:	Eight years of professional experience in human resource management in an international organization and/or large corporation is required.
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.

