



UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE

| I. Post Information             |                                   |                                  |        |
|---------------------------------|-----------------------------------|----------------------------------|--------|
| <b>Job Title:</b>               | Human Resources Business Partner  | <b>Job Level:</b>                | P4     |
| <b>Post Location:</b>           | Istanbul, Turkey                  | <b>CCOG Code:</b>                | 1.A.06 |
| <b>Post Supervisor Title</b>    | Snr Human Resources Manager       | <b>Functional Code:</b>          | OH     |
| <b>Organizational Division:</b> | Division of Human Resources (DHR) | <b>Job Classification Level:</b> | P4     |

## II. Organizational Context and Purpose for the job

### Job organizational context:

UNICEF is the leading humanitarian and development agency working globally for the rights of every child. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle: pre-natal care for healthy births, clean water and sanitation, health care and education. UNICEF is also global lead of the Nutrition and WASH Clusters and the Child Protection Area of Responsibility (AoR) within the Global Protection Cluster, and co-lead, with Save the Children, of the Education Cluster. The accountabilities as a Cluster Lead Agency (CLA) for these four sectors is the highest of any agency and a testimony of UNICEF's global leadership in humanitarian action. The fulfillment of these responsibilities allows UNICEF to contribute to more effective and efficient humanitarian action and enhances UNICEF's reputation within the international community.

HR Business Partner's at the P4 level are lead experts in the field of human resources. These positions are not only responsible for the execution of client services but are also responsible for regularly supporting senior management in policy direction and design. Subsequently, it is expected that they are able to – on a regular basis – develop original and innovative strategies to help advance the client's business objectives and also tackle highly complex HR matters that do not follow established patterns.

This HRBP function is in the Division of Human Resources and predominantly supports the Global Cluster Coordination Section.

### Purpose of the job:

The incumbent will work under the general guidance of the Senior Human Resources Manager, Emergency Cone in the Division of Human Resources (DHR), in active partnership with the Chief Global Cluster Coordination Section (GCCS) in the Office of Emergency Programme (EMOPS), other HQ divisions, as well as Regional, and Country Offices. They will support the

implementation of UNICEF's talent management strategy for Clusters/Areas of Responsibility (AoRs) and ensure it is adjusted as required to meet evolving business needs.

The Human Resources Specialist will be responsible for designing and maintaining an effective strategy, framework and set of tools for UNICEF-led Cluster's talent management globally, and for providing expert support to cluster coordination and information management workforce. In doing so, the incumbent demonstrates the ability to anticipate HR-related needs and develop subsequent plans of action that align HR management with business objectives.

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

#### **Summary of key functions/accountabilities:**

- **Strategic Business Partnering**
- Proactively collaborate with GCCS to help fulfill the Section's goals through anticipating HR-related needs and presenting subsequent plans of action.
- When assigned casework in the relevant area on either a routine or non-routine basis, analyze issues and interpret established HR guidelines to recommend solutions and further actions required.
- Collaborate effectively with other DHR sections and centers of expertise to provide coherent solutions for UNICEF cluster community globally.
- Proactively advise GCCS on the resolution of human resources issues ensuring equitable and transparent solutions that protect both the staff and organization's interests.
- **Global Talent Management**
- Liaise with the HQ Divisions, regional and country offices to support and contribute to corporate HR strategy formulation and global implementation.
- Liaise with country offices, regional offices and HQ partners to support UNICEF efforts to attract, develop and retain the capacity required for cluster coordination and information management at the national and sub national levels.
- Interpret and analyze HR data to help inform strategic decision making on HR processes and strategies.
- Promote HR initiatives that support organizational culture change, improved results and staff development.
- Build a diverse talent pool for cluster coordination and information management
- Plan and manage independently the design, development and implementation of talent reviews, succession planning and other talent related processes and programs.
- Partner closely with Human Resources Business Partners (HRBPs), regional and country HR to develop, initiate and maintain effective programs for talent retention, rotation and succession planning.
- Promote the organizational goals and targets for gender equity and cultural diversity.

- In collaboration with GCCS and Regional Offices, help design and deliver learning solutions for Cluster staff to enhance their knowledge and build skills in new areas.
- Contribute to the mapping and assessment of competencies for cluster coordination and information management staff, assisting in the development/rollout 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.
- **Relationship Management**
- Maintain and enhance relationships with DHR centers of expertise, regional and country Human Resources Business Partners, the global shared services center and partners.
- Collaborate with sister-agencies and cluster partners on best HR practices within the UN or other affiliated organizations.
- Attend HR networking events – both within the UN and cluster system as well as the private sector.

**IV. Impact of Results:**

The effective execution of the above tasks directly impacts on the ability of HQs, Regional Offices and Country Offices to recruit, retain, develop, and compensate Clusters' staff members in a way that enables them to perform efficiently in support of UNICEF's emergency response. This in turn contributes to maintaining and enhancing the credibility of UNICEF as an effective employer of highly qualified staff members, performing effectively in support of its mission, goals and objectives.

| <b>V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)</b>  |  |
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| <p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> <li>• Sustainability</li> </ul> | <p><b><u>Core Competencies</u></b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>▪ Works Collaboratively with others (1)</li> <li>▪ Builds and Maintains Partnerships (1)</li> <li>▪ Innovates and Embraces Change (1)</li> <li>▪ Thinks and Acts Strategically (1)</li> <li>▪ Drive to achieve impactful results (1)</li> <li>▪ Manages ambiguity and complexity (1)</li> </ul> |

| <b>VI. Skills</b>   |  |
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| <ul style="list-style-type: none"> <li>• Strong technical knowledge of the principles and concepts of human resources management.</li> <li>• Ability to identify and analyze systemic issues, formulate opinions and make conclusions and recommendations to resolve same.</li> <li>• Experience and ability to design and implement targeted and innovative human resources strategies to address clients' people-related needs.</li> <li>• Analytical and organizational skills, as well as good judgement.</li> <li>• Demonstrated ability to communicate effectively in a diverse organization tailoring language, tone, style and format to match audience.</li> <li>• Ability to facilitate difficult conversations in a considered and tactful manner</li> <li>• Ability to promote diversity in all HR activities.</li> <li>• Excellent knowledge of organizational and HR information technology systems and tools.</li> <li>• Ability to empathize with client managers, supervisors and staff while advocating for consistent and equitable applications of promulgated HR regulations and rules.</li> </ul> |  |

| <b>VII. Recruitment Qualifications</b> |  |
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| Education:                             | An Advanced University Degree in human resource management, business management, international relations, psychology or other related social science field is required.  |
| Experience:                            | A minimum of eight years of increasingly responsible professional experience in human resource management in an international organization and/or large corporation is required. Experience with clusters and emergency work an asset. |
| Language Requirements:                 | Fluency in English and French is required. Knowledge of another official UN language is an asset.  |

| <b>VIII. Signatures- Job Description Certification</b> |           |      |
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| Name:  | Signature | Date |
| Title: (Supervisor)                                    |           |      |
| Name   | Signature | Date |
| Title: Head of Office                                  |           |      |