



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

I. Post Information

Job Title: Human Resources Assistant
Supervisor Title: Human Resources Specialist, P-3
Organizational Unit: Mexico Country Office
Duty Station: Mexico City, Mexico

Job Level: G-5
Job Profile No:
CCOG Code: 2A06
Functional Code: HRE
Job Classification Level: G-5

II. Organizational Context and Purpose for the job

UNICEF is a 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 has spent nearly 70 years working to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers and policy makers to help all children realize their rights—especially the most disadvantaged.

Job organizational context:

The focus of HR positions at this level is on the provision of both standardized and specialized activities pertaining to recruitment and placement, administration of entitlements, staff development and career development, job classification and/or performance management. Specialized activities pertain to the application of HR regulations, rules and procedures in the context of clear guidelines and procedures where the choice of action is limited and where issues requiring clarification and decision are directed to the relevant HR Business Partner.

In the Mexico Country Office, the HR Assistant will be part of a team of 5 colleagues who support more than 200 people hired by UNICEF Mexico to work for the promotion and protection of the rights of children in the country. The HR team is located in Mexico City and provides HR support to colleagues based in the field offices and in other remote locations. Eventual travel may be necessary.

Purpose for the job: Under the close supervision and guidance of the Human Resources Specialist, 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 his/her office, ensuring accurate and timely delivery that is in compliance with UNICEF HR rules and regulations.

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

Summary of key functions/accountabilities:

- **Support to business partnering**
 - **Support in processing of entitlements and benefits of local staff**
 - **Support in recruitment and placement**
 - **Support in organization design and job classification**
 - **Support in learning and capacity development**
 - **General office support**
- 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 organization design and job classification**
 - Prepares documents to be submitted for classification to RO and NYHQ, ensuring completeness of documentation

- Monitors life-cycle of all job classification requests to facilitate recruitment and organization planning.

5. 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.

6. 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.).

Supports HR initiatives, in general, and promotes innovation, efficiency and empathy in all HR-related processes.

IV. Impact of Results

The impact of the work of HR Assistants 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.

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

i) Core Values

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

ii)

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

Technical

Good knowledge of HR principles, rules, regulations and procedures, preferably within the UN.

Computer literacy and the ability to effectively use standard office software tools as well as good knowledge and skill in using HR systems.

Ability to extract and format data and to solve operational problems.

Ability to organize own work, set priorities and meet deadlines.

Interpersonal and communication

Takes responsibility to respond to internal and external service needs promptly and proactively; takes initiative to ensure that deadlines, rules and regulations are met. Uses own discretion to address unforeseen situations.

Demonstrates a high degree of confidentiality, initiative and good judgment.

Demonstrates courtesy, tact, patience and ability to work effectively with people of different national and cultural backgrounds.

VII. Recruitment Qualifications

Education:	Completion of secondary education (high school), preferably supplemented by technical or university courses related to the Human Resources.
Experience:	<p>A minimum of 5 years of progressively responsible work experience in Human Resources is required.</p> <p><i>A bachelor's degree from a recognized academic institution in a field relevant to the position may replace three years of the required work experience.</i></p> <p>Experience supporting or leading recruitment and selection processes is required.</p> <p>Experience working with processes, workflows and developing templates is required.</p> <p>Experience working in the UN System will be considered an asset.</p>
Language Requirements:	<p>Fluency in Spanish is required.</p> <p>An intermediate level of English is required, although fluency is preferred and will be considered an asset. If the person hired does not have an advanced level of English, he/she/they will have to commit to improve their English language skills in the first year of appointment.</p>