



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

I. Post Information

Job Title: Human Resources Officer
Supervisor Title: Representative
Organizational Unit: Office of the Representative, Belize Country Office

Job Level: NOB
Job Profile No:
CCOG Code: 1.A.06
Functional Code: OH
Job Classification Level: NOB

II. Organizational Context and Purpose for the job

Job organizational context:

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

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

The HR Officer reports **to the Representative** for strategic guidance, training, and supervision. The Officer provides support to the supervisor and colleagues in the unit by executing HR services through applying knowledge of theoretical HR models, as well as understanding of organizational HR policies and procedures.

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

Summary of key functions/accountabilities:

1. Business Partnering

- Through research of policies and analysis of data, provide support to the HR Business Partner in advising their clients on HR-related needs and developing subsequent plans of action.
- 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 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.

2. 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.

3. Support to 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.

4. Learning and Capacity Development

- In collaboration with business owners, support the design and delivery of learning plans for staff.
- Contribute to the mapping of competencies for all staff included in the assigned client portfolio, assisting in the development of a comprehensive framework in support of the development of the talent pipeline.
- Research on efficient and cost-effective learning products which enable staff to develop their skills and competencies.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

- Provide orientation briefing to new staff.

5. HR Data Analytics

- Collect, interpret and analyze HR data to help inform decision making on HR processes and strategies.
- Support the development and implementation of 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 impact is centered on providing thorough and accurate analysis of individual cases and processes. While the type of analysis and decision-making varies among the different HRM specialties, typical examples include:

- Interpreting a body of rules, regulations and precedents to determine eligibility for entitlements or benefits.
- Helping supervisor determine qualification requirements for vacant posts.
- Comparing the qualifications of several candidates with those of the post and recommending the one(s) most suitable
- Classifying unique job descriptions by application of promulgated classification standards.
- Determining the action needed in order to improve staff skills through the identification of individual and organizational training needs.
- Recommending the most appropriate methods of training to meet these needs or analyzing work to determine the relative worth of jobs.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

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

Core Competencies

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies

- ▪ Analyzing (1)
- ▪ Applying technical expertise (2)
- ▪ Planning and organizing (1)
- ▪ Following instructions and procedures (2)

VI. Skills

Technical

Advanced knowledge of the principles and concepts of human resources management.

Ability to identify issues, conduct rigorous research, and make conclusions and recommendations.

Strong research, planning and organizational skills.

Excellent knowledge of information technology systems and tools.

Interpersonal and Communication

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.

Proven capability to uphold organization's value and culture.

Desirables:

Emotional Intelligence to support a diverse workforce.

Ability to manage conflict, facilitate communication, and support employee well-being will be considered an asset.

VII. Recruitment Qualifications

Education:	A University Degree in human resource management, business management, international relations, psychology or another related field is required.
Experience:	Two years of professional experience in human resource management in an international organization and/or large corporation is required. Experience performing Human Resources Business Partner role is a strong asset. Experience supporting organizational changes and transformations is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.