**Kenya Country Office, Temporary Assignment**

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| **Title: HR Manager** | **Funding Code** | **Type of engagement**[ ]  Consultant  [x]  Temporary Appt | Duty Station:**Nairobi, Kenya** |
| **Purpose:**  Under the general guidance of the country representative and the supervision of the Deputy Representative Operations with the support of a small HR team, the incumbent 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. S/he will also serve the country HR focal point and will be responsible for managing the day-to-day human resources management activities, which includes quality assurance, technical guidance, policy interpretation and advice, partnerships and capacity development on a broad range of HR functions such as talent sourcing, recruitment, career development, performance management and learning and development.  **Scope of work:****Summary of key functions/accountabilities:** * Management of Unit
* Technical HR Leadership
* Business Partnering
* Strategic Human Resources
* Implementation of assigned Human Resources Services
* Learning and Capacity Development
* HR Data Analytics

**1.Management of Unit*** Establish the annual work plan, set priorities/targets and performance measurements.
* 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.

**2.Technical HR Leadership*** Provide technical leadership in one or more HR specialty areas with responsibility for reviewing the work of other Professional and General Service staff for compliance with principles and concepts, policies, regulations and rules as well as for soundness of judgement and conclusions.
* Develop, implement and monitor the interpretation and application of new human resources policies, practices and procedures in area of specialization to meet the evolving needs of the organization including formulating the position of the organization on policies in area of HR specialization and determining the appropriate application of rules and regulations to highly sensitive or contentious individual cases having implications for other HR systems and UNICEF as a whole.

**3.Business Partnering*** Serve as the single point of contact for his/her client portfolio on advice pertaining to all aspects of the employment life cycle.
* Work with clients to help fulfill their 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 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.

**4. 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.
* Responsible for strategic human resources forecasting for his/her clients 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.

**5. 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.

**6. 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 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 to 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)

**7. 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.

**Skills:**Excellent organizational, multi-tasking and project management skills.Strong communication, collaboration and team skills.Excellent influencing skills and demonstrated ability to gain support of across organizational boundaries and with external stakeholders and counterparts.Proven ability to deliver effective solutions to complex HR challenges in a multicultural environment.**Interpersonal and communication:**Ability to handle confidential information and gain trust. Engaging internal/ external partners and stakeholders.Making decisions and exercising judgment.**Qualifications:*** An Advanced University degree in human resource management, business management, international relations, psychology or other related social science field is required.
* A minimum of 8 years of progressively responsible human resources management in an international organization and/or large corporation is required.
* Prior experience working in a UN system will be considered an asset.
* Familiarity with HR tools and systems will be an asset.

**Competencies:****Core Values*** Care/Respect/Integrity/Trust/Accountability

**Core Competencies*** Nurtures, Leads and Manages People (II)
* Demonstrates Self Awareness and Ethical Awareness (II)
* Works Collaboratively with others (II)
* Builds and Maintains Partnerships (II)
* Innovates and Embraces Change (II)
* Thinks and Acts Strategically (II)
* Drives to achieve impactful results (II)
* Manages ambiguity and complexity (II)

**Functional Competencies (We normally don’t use the Functional Competencies in TORs)*** Leading and supervising (II)
* Formulating strategies/concepts (II)
* Analyzing (III)
* Applying Technical Expertise (II)
* Planning and Organizing (II)
* Relating & Networking (II)
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