



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

I. Post Information

Case#: SUD21-004
Job Title: Human Resources Specialist
**Supervisor Title: Human Resources
Manager/Chief HR, IMIS# 40301 (P4/P5)**
Organizational Unit: Sudan Country Office

Job Level: P3/NOC
Job Profile No:
CCOG Code: 1.A.06
Functional Code: OH
Job Classification Level: P3/NOC

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 Generic Job Profile for a Human Resources Specialist, at the NOC level, can be used either in the Division of Human Resources, a UNICEF country office, or regional office. They generally report to a Human Resources Manager NOD/P4 level, or Chiefs of section at the P-5 level. This GJP covers a broad range of HR functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. In addition, there may be additional functions not mentioned in the GJP. If this is the case, this can be made clear in work plans and/or individual performance plans.

HR specialists at the NOC level are considered as seasoned professionals that are generally either responsible for executing a particular HR service or alternatively, responsible for supporting an assigned client on a broad range of HR services. Such responsibility is expected to be carried out independently, with the primary focus of the managerial oversight on the position being to ensure that results are delivered in accordance with the vision set forward by the leadership of the division. As a result, staff on these positions require an in-depth understanding of at least one HR function and how it relates to supporting the organization's business objectives.

Purpose of the job:

The HR Specialist, within their area of responsibility, 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.

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

Summary of key functions/accountabilities:

Business Partnering

Strategic Human Resources

Implementation of assigned Human Resources Services

Learning and Capacity Development

HR Data Analytics

IV. Impact of Results:

Specialists at this level analyze proposals and requests received from managers, supervisors and staff and make recommendations or take technical sound actions. Examples of such actions at this level include the resolution of a range of staff entitlement matters; the recruitment of staff to atypical positions within UNICEF requiring the use of outreach recruitment services, such as social networks; revisions to procedures for the classification of jobs, or the design of specific training programmes to meet new staff development needs.

As seasoned HR professionals, the Specialists' work reflects directly on the professionalism of the incumbent and the overall reputation of the HR community for technical quality in terms of both substantive depth and adaptive relevance to client needs and customer service approach to problem resolution.

Generalist positions cover a range of HR specialties and would normally have access to advice from specialists in the individual specialties (broad in scope but restricted depth of treatment of subject matter). Specialist positions, on the other hand, are more restricted in scope but require more in-depth analysis in order to solve case-by-case problems independently.

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

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Nurtures, Leads and Manages People (1)
- 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 (2)
- Applying technical expertise (2)
- Planning and organizing (2)

VI. Skills

Strategic

Experience and ability to implement targeted and innovative human resources strategies to address clients' people-related needs.

Ability to implement innovative HR programs within a fast paced, evolving, and wide organizational setting.

Technical

In-depth technical knowledge of the principles and concepts of human resources management.

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:	Five years of increasingly responsible 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 or local language of the duty station is considered as an asset.