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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND****GENERIC JOB PROFILE (GJP)** |

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| **I. Post Information** |
| **Job Title:** Human Resources Officer**Supervisor Title:** Human Resources Chief**Organizational Unit**: Operations, Human Resources, Dhaka | **Job Level:** NOB**Job Profile No:** **CCOG Code:** 1.A.06**Functional Code:** HRE**Job Classification Level:** NOB |

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| 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:**Positions at the NOB level are considered as supportive roles to higher level HR professionals that are centered on providing research, analysis and recommendations on a broad range of HR functions, or in some cases one specific function. Therefore, while these positions contribute substantively to organization-wide HR strategies, they should also be considered as opportunities for incumbents to acquire professional expertise, organizational knowledge and exposure for further career advancement.**Purpose for the job** The HR Officer reports **to the HR Chief** for close 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.This position will entail visits to Field Offices to complement the remote HR services delivered from the Country Office Level in Dhaka, Bangladesh. The HR Officer will be assigned a portfolio of clients as well as leading interventions in areas of functional expertise as required such as performance management, succession planning and HR data analytics. |

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| III. Key functions, accountabilities and related duties/tasks:  |
| **Summary of key functions/accountabilities:**

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| 1. **Business Partnering**
* Through research of policies and analysis of data, acts as an HR Business Partner to an assigned portfolio of clients, by advising them on HR-related needs and developing subsequent plans of action.
* Understanding of the business operations and challenges faced by UNICEF, with the ability to provide HR solutions that contribute to organizational effectiveness and efficiency.
* 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 related to performance management, succession planning and HR Data analytics 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**.**
* Support with projects/initiatives in various functional areas of expertise (primarily focusing on performance management, succession planning, data analytics, etc.) as needed, on an ad hoc basis.
1. **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.
* Align HR initiatives with organizational goals and strategies, and contribute to the development and implementation of HR strategies that support UNICEF's mission and objectives.

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| 1. **Support to Implementation of assigned Human Resources Services**
* Provide support to various 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.
1. **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.
1. **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.
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| IV. Impact of Results: |
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| 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
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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability
* Sustainability

**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)

**\***The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others. |

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| **VI. Skills** |
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| **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.Ability to handle difficult conversation with empathy, tactfully and efficiently.  |

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| **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.* Prior experience in HR roles, preferably in an international or humanitarian organizational context, would be advantageous.
* Experience as HR Business Partner will be considered a strong asset.
* Hands-on professional experience in Performance Management and Succession Planning will be an advantage.
* Experience in HR Data Analytics will be considered a strong asset.
* Experience in working with HR ERP systems (such as SAP), talent management/performance management/learning, HRIS systems will be an asset.
* Experience in handling grievances is desirable.
* Experience in managing HR projects from conception, including planning, execution and evaluation will be an asset.
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| Language Requirements: | Fluency in English and Bangla is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset. |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[**Child Safeguarding**](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below.  | ☐ Yes ☐ No  |
| 2a. Is this a Direct\* contact role?2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.*\*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.*  | ☐ Yes ☐ No☐ Yes ☐ No |
| 3a. Is this a Child data role? \*:3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)*\* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.* | ☐ Yes ☐ No☐ Yes ☐ No |
| 4. Is this a Safeguarding response role\**\*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations* | ☐ Yes ☐ No |
| 5. Is this an Assessed risk role\*? *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | ☐ Yes ☐ No |

1. Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)