

## Terms of Reference

### TEMPORARY APPOINTMENT (90 days)

<b>Title &amp; Level</b>	Human Resources Manager
<b>Location</b>	Freetown – Sierra Leone
<b>Duration</b>	3 months
<b>Start Date</b>	15 November 2021
<b>Reporting to</b>	Deputy Representative-Operations
<b>Budget Code/PBA No</b>	
<b>Project and activity codes</b>	

#### I. PURPOSE OF THE TEMPORARY APPOINTMENT (TA)

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. 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. UNICEF and cooperating partners and stakeholders work to secure the rights of each child and the surrounding families, communities, and nations.

Working through the country program of cooperation, and likewise through the United Nations Sustainable Development Partnership Framework (UNSDPF), UNICEF assists countries to realize the rights of all children. This involves strategies and programs ranging from innovative and experimental to those at scale. Human resources contributes to the progressive realization of children's rights. To this end, human resources assist program managers to make right and in time adjustments for talent to advance their programmes.

#### **Job organizational context:**

The Human Resources Manager reports to the Deputy Representative, Operations and is a member of the Country Management Team and is a member of the Country UN HR Network.

#### **Purpose for the job:**

The Human Resources Manager is responsible for regularly supporting senior management in policy direction and design and implements HR services that enhance the capacity of their clients to deliver on their business goals and objectives. The HR Manager is also responsible for planning, organizing, and supervising a team of HR staff as well as for managing broad and complex projects.

#### II. SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES

##### **Summary of key functions/accountabilities:**

- 1. Management of Unit**
- 2. Technical HR Leadership**

3. **Business Partnering**
4. **Strategic Human Resources**
5. **Implementation of assigned Human Resources Services**
6. **Learning and Capacity Development**
7. **HR Data Analytics**

**Summary of key functions/accountabilities:**

**1. Management of Unit**

- Support the Chief of Section in establishing the annual work plan, setting 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 fulfil their goals through advising on how to attract, retain and motivate staff of the highest calibre.
- 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 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 calibre.
- When assigned casework in the relevant area on either a routine or non-routine basis, analyse 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.

## QUALIFICATIONS OF SUCCESSFUL CANDIDATE

1. An Advanced University Degree in human resource management, business management, international relations, psychology, or another related field is required.
2. Eight years of professional experience in human resource management in an international organization and/or large corporation is required.
3. Fluency in written and spoken English language is required.

### III. COMPETENCIES OF SUCCESSFUL CANDIDATE

- Nurtures, Leads and Manages People (2)
  - 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)
  - Drive to achieve impactful results (2)
  - Manages ambiguity and complexity (2)
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