



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

I. Post Information

Position no.: 71907

Job Title: People & Culture Officer

Supervisor Title: People & Culture Manager/P4

Organizational Unit: Operations/People & Culture

Location: Port-au-Prince, Haiti Office

Job Level: P2/NOB

Job Profile No:

CCOG Code: 1.A.06

Functional Code: HRE

Job Classification Level: P2/NOB

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:

Medium sized office with a full component of operations located in the capital city to have close proximity to government partners. The People & Culture Manager supervises the position.

Positions at the P2/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 People & Culture Officer reports to the **People & Culture Manager** for close guidance, training and supervision. The Officer provides support to the supervisor and colleagues in the unit by executing People & Culture services through applying knowledge of theoretical People & Culture models, as well as understanding of organizational People & Culture 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 People & Culture Business Partner in advising their clients on People & Culture -related needs and developing subsequent plans of action.
- Provide accurate and timely advice to clients on People & Culture 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 People & Culture Divisions, regional and country offices to support and contribute to corporate People & Culture strategy formulation and global implementation. Provide feedback and make recommendations on the establishment and improvement of People & Culture 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 People & Culture Services

- Provide support to various or one specific People & Culture 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. People & Culture Data Analytics

- Collect, interpret and analyze People & Culture data to help inform decision making on People & Culture 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 People & Culture 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. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) 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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (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 People & Culture regulations and rules.

VII. Recruitment Qualifications

Education:	A University Degree (Bachelor) 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.
Language Requirements:	Fluency in French is required and a good working knowledge of English is an asset. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) is an asset.