**Generic Vacancy Announcement: Chief of Human Resources, P-5, Multiple Locations**

UNICEF works in over 190 countries and territories to save children’s lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built! We offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

Visit [our website](https://www.unicef.org/) to learn more about what we do at UNICEF.

For every child, *empowerment!*

UNICEF is currently looking for highly qualified Human Resources professionals to join its Talent Groups with prospective placement opportunities against key senior level positions. These positions require extensive Human Resources expertise, and proficiency in UN languages, particularly French and Spanish. Some positions may require humanitarian experience.

Talent Groups at UNICEF are profiles of pre-vetted, highly qualified professionals intended for fast-track recruitment as positions become available. After a rigorous selection process, including assessment center, successful candidates will be placed in a Talent Group and may be contacted by hiring offices for job opportunities across the world.

**How can you make a difference?**

**Purpose of the job:**

Senior Human Resource leaders at the P5 level are accountable for leading specialized and highly complex HR functions such as Regional Chiefs of Human Resources, Chiefs of Human Resources in Divisions and Country Offices, or Heads of Sections in the Division of Human Resources.

They will lead and manage teams of Human Resources professionals that design, implement and/or monitor Human Resource functions to enable their clients to deliver business objectives. In addition, these positions serve as key strategic advisors to the leadership of their offices in helping spearhead UNICEF’s global strategies that deliver results for children. They will also play a critical role in leading the HR transformation agenda.

Summary of key functions/accountabilities:

Strategic HR Leadership

* Uphold ethical standards, integrity, and transparency in all Human Resources activities and decision-making processes. Serve as a role model for ethical conduct and ensures that Human Resources practices adhere to the highest standards of professionalism and integrity.
* Provide expert guidance and thought leadership across Human Resources functional areas and lead initiatives to enhance organizational effectiveness and promote a culture of continuous improvement.
* Ensure a positive work environment by promoting employee engagement, resolving conflicts, and fostering a culture of diversity, equity, and inclusion. Provide strong support to staff wellbeing including the establishment of a value based, diverse, equitable, inclusive, and enabling workplace culture.
* Guide individuals to work in the best interest of the organization and drive through successes to realize their professional goals through effective coaching and mentoring.
* Drive change management efforts including restructuring, transitions and other transformational projects. The Chief of Human Resources plays a critical role in supporting UNICEF's strategic goals through organizational design and development.

**Influencing Organizational Culture and Change Management**

* Develop and support organizational culture initiatives that promote psychological safety, inclusiveness and accountability for UNICEF’s diverse staff, promoting equity, non-discrimination and belonging.
* Drive change management efforts including restructuring, transitions, and other transformational projects.

Management Excellence

* Ensure compliance with all systems and procedures and the implementation of agreed audit recommendations; advise on corrective measures to be taken and establish relevant internal controls.
* Build skills of Human Resources professionals to communicate effectively, analyze and synthesize issues and provide interpretations with formal guidelines to address and recommend solutions.
* Foster teamwork and collaboration across functions and departments and Division of Human Resources-Centres of Expertise to provide coherent Human Resources solutions for staff.
* Manage the Human Resources budget effectively, ensuring cost-effective strategies and resource allocation to support Human Resource programs and initiatives.

Strategic HR Planning

* Analyze organizational Human Resources strategic plans, create division/ region/country specific plans based on unique talent priorities, and finalize them with the support of program and Human Resource partners. Liaise with offices and Human Resources staff to facilitate implementation and provide quality assurance.
* Lead the design of optimal organizational and staffing structures with a deep understanding of future growth strategy. Facilitate workforce plans, outreach, and resourcing strategies to attract diverse talent. Provide advice and oversight on organizational policies and principles in the region/country.
* Provide expert support in the planning of budgets, give feedback and well-informed business recommendations for the improvement of systems and internal controls with a high level of business acumen.
* Use a solid knowledge of information technology to analyze and promote acceptance of new and innovative methods of work.

Managing Performance, Career Development and Learning

* Partner with business leaders in HQ and field drive a strong Performance Management culture where staff continuously learn, grow and thrive. Enable managers to effectively manage performance by providing them with the necessary tools, resources, and training. Drive reward and recognition programs.
* Collaborate with business leaders and the Division of Human Resources’ Talent Development team to assign High Performers to global and regional development programs based on their individual development requirements (including mobility, shadowing, stretch assignments, mentoring, internal and external training, and other opportunities).
* In collaboration with Centres of Expertise, support the delivery, monitoring and evaluation of learning solutions for staff to enhance their knowledge and build skills.
* Map skills and competencies for all staff in the divisions/region/country offices, conduct and direct talent review discussions with business partners to determine current performance and build individual development plans for potential fit to future positions.
* Create and implement effective orientation packages for new staff in the region/country.

Stakeholder Engagement and Partnerships

* Build strong relationships with internal stakeholders, including senior leadership, staff, and employee representatives, to address Human Resources concerns and drive organizational effectiveness.
* Establish contacts with heads of Human Resources units in other agencies of the UN common system for obtaining information on common HR policy approaches.
* Build and strengthen relationships with inter-agency bodies such as ICSC, CEB and other working groups, on relevant topics and present UNICEF’s policy position on Human Resources issues. Support common strategies and approaches for enhancement of the Human Resources reform within the Common system.
* Maintain effective communication and working relations with UN Agencies for harmonization and new ways to enhance Human Resources management practices in UNICEF.

Innovation, Knowledge Management

* Keeps updated on industry trends, best practices, and emerging Human Resource technologies through professional development opportunities, conferences, and networking events. Institutionalize and share best practices and knowledge learned throughout the offices.
* Continuously enhance Human Resource knowledge and skills to promote critical thinking, drive innovation and excellence in Human Resources practices at UNICEF.
* Lead and/or contribute to developing regional/global policies and procedures to integrate innovation and best practices for optimum efficiency and efficacy of Human Resources management.

HR Data Analysis and Reporting

* Utilizing Human Resources data analytics and metrics to provide insights into workforce trends, employee engagement, turnover rates, and other key Human Resources metrics. Use data-driven approaches to make informed decisions and drive continuous improvement in Human Resources practices.
* Coordinate with country offices and partners to aid in their Human Resources information management.
* Support in the design, development and execution of programs, surveys and focus group discussions to capture employee voice.
* Communicate overall workforce metrics that address the business unit's critical talent questions. Use quantitative and qualitative data from internal and external sources to identify gaps in the current workforce that need closing to achieve business goals.

To qualify as an advocate for every child you will have…

*Minimum requirements:*

* Education: An Advanced University Degree in Human Resources management, business management, international relations, psychology, sociology or another related field is required.
* Work Experience: At least ten (10) years of increasingly responsible professional experience in human resource management in an international organization and/or large corporation is required.
* Skills:

Leadership and Managerial

* Ability to assess and shape organizational culture and an understanding of what impacts attitudes toward the organization and employees' day-to-day experiences.
* Ability to address complex problems critically and creatively through a client-centric approach that aligns with organizational goals.
* Ability to support leaders and managers to successfully steer their teams through both planned and unexpected change.
* Ability to allocate appropriate time and resources for successful achievement of goals and foresee risks and allow for contingencies when planning.

Strategic

* Experience and ability to design and implement targeted and innovative solutions through an openness to new and iterative ways of working.
* Ability to respond effectively to changing environments by learning and developing new skills that enable personal, team and business development.
* Ability and experience advising and influencing executives, providing insights that lead to key decision making within the business.
* Strong business acumen to effectively assess the internal/external business environment and deliver transformative change where necessary.

Technical

* Authoritative technical knowledge of the principles and concepts of human resources management. Proficient in data analytics concepts and reporting.
* Capacity to adapt policies, approaches, and models to meet emerging needs.
* Ability to identify and analyze systemic issues, formulate opinions, and make conclusions and recommendations to resolve same.

Interpersonal and Communication

* Demonstrated ability to communicate effectively in a diverse organization tailoring language, tone, style and format to match audience; ability to present sometimes negative results in a considered and tactful manner to promote acceptance.
* Ability to empathize with client managers, supervisors and staff while advocating for consistent and equitable applications of promulgated Human Resource regulations and rules.
* Language Requirements: Fluency in English language is required.

*Desirables:*

* Developing country work experience and/or familiarity with emergency.
* Knowledge of another official United Nations language (Arabic, Chinese, French, Russian or Spanish) is an asset.

For every Child, you demonstrate...

UNICEF’s Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Core Values](https://www.unicef.org/careers/get-prepared#Values)

The UNICEF competencies required for this post are…

* Nurtures, Leads and Manages People (3)
* Demonstrates Self Awareness and Ethical Awareness (3)
* Works Collaboratively with others (3)
* Builds and Maintains Partnerships (3)
* Innovates and Embraces Change (3)
* Thinks and Acts Strategically (3)
* Drive to achieve impactful results (3)
* Manages ambiguity and complexity (3)

Familiarize yourself with [our competency framework](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf) and its different levels.

UNICEF is here to serve the world’s most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](https://www.unicef.org/careers/equity-inclusion-and-diversity-unicef), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of measures to include a more diverse workforce](https://www.unicef.org/careers/compensation-benefits-and-wellbeing), such as paid parental leave, time off for breastfeeding purposes, and [reasonable accommodation for persons with disabilities](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF appointments are subject to medical clearance.  Issuance of a visa by the host country of the duty station is required for International Professional positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the United Nations. Otherwise, the selection will be canceled.

Remarks:

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

Government employees who are considered for employment with UNICEF are normally required to resign from their government positions before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants’ bank account information.

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Additional information about working for UNICEF can be found [here](https://www.unicef.org/careers/unicef-job-categories) and [Get Prepared](https://www.unicef.org/careers/get-prepared-apply) section.