



TERMS OF REFERENCE

Post Title: Human Resources Officer

Duty Station: Manila, Philippines

Level: NO1

Duration: 364 Days

Funding: SC230739 - 3420/A0/07/880/005/002

Supervision: HR Manager

PURPOSE OF ASSIGNMENT:

The HR Officer reports **to the HR Manager** 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.

Through research, analysis, and interpretation of policy, carried out under very close supervision, the incumbent strengthens the supervisor's capacity in effectively and efficiently executing all human resource services and tasks.

This post will also be responsible for supporting the HR Unit in the various Human resources functions of Acquisition, Maintenance, Utilization and Development of all staff ensuring quality alignment with the UNICEF HR Policies. It will also support in the roll out and implementation of activities as called for, to effectively transition from Human Resources to People and Culture focused on including Diversity, Equity, and Inclusion (DEI) as an HR function.

Summary of key functions/accountabilities:

1. Business Partnering

- Through research of policies and analysis of data, provide support to the HR Business Partner in advising their clients on HR-related needs and developing subsequent plans of action.
- Under the supervisor's guidance, provide accurate and timely advice to clients on HR processes and policies, ensuring the highest level of client-orientation.
- Support supervisor in proactively advising clients on the resolution of human resources issues by recommending equitable and transparent solutions that protects both the staff and organization's interests in accordance with policies, regulations, and procedures.

- Research and compile data that conveys organizational progress towards gender equity and cultural diversity.

2. Strategic Human Resources

- Help supervisor liaise with the HQ Divisions, regional and country offices to support and contribute to corporate HR strategy formulation and global implementation.
- Research and provide data which helps inform the improvement of HR systems, policies, and processes.
- Keep abreast and research 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 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 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.
- Contributes 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. 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.

QUALIFICATIONS AND COMPETENCIES:

Education: A University Degree in human resource management, business management, international relations, psychology, or another related field is required.

Experience: One (1) year of progressive professional experience in human resource management in an international organization and/or large corporation is required.

Language Requirements: Fluency in English and Filipino is a requirement, both oral and written.

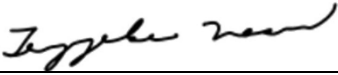

Competency Profile

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)

Endorsed by:	Approved by:
	
Tayyeba Nasir HR Manager Date:	Oyunsaihan Dendevnorov Representative Date: 10 Sept 2024