



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

I. Post Information

Job Title: Senior Human Resources Associate
Supervisor Title: Human Resources Specialist
Organizational Unit: Programme Group
Human Resources – New York HQ

Job Level: GS-7
Job Profile No: 00126356
CCOG Code: 1.A.06
Functional Code: HRE
Job Classification Level: GS-7

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.

The [Programme Group \(PG\)](#) – formerly the Programme Division (PD) – provides global thought and technical programme leadership to achieve results for the most disadvantaged and excluded children everywhere within the overall framework of the UNICEF Strategic Plan 2022–2025 and in response to the universal scope of the Sustainable Development Goals (SDGs).

PG, working with other divisions and regional offices, leads UNICEF's global programmatic vision to provide countries with technical assistance to boost programme excellence, as well as with support to leverage evidence, partnerships, and innovations that can be adapted and taken to scale in different country contexts – including humanitarian settings and low-, middle-, and high-income countries.

PG is accountable for enabling the organization to deliver on UNICEF's programme commitments and the related targets in the Strategic Plan, including those related to our normative mandates (gender, human rights, disabilities) and life course priorities (including the focus on early childhood and adolescence). It is also accountable for leading the implementation of key programme approaches, including community engagement, social and behaviour change, business engagement for results, humanitarian, development, and peace nexus and risk-informed programming; and to lead in the scaling up of programmatic responses to emerging priorities, such as mental health.

Job organizational context:

The PG HR Team provides advice, guidance, and HR solutions to all Programme Group teams, located in 13 locations. It has a matrix line to all PG Directors. The HR function in PG uses a people-centric approach which aims to promote a diverse and highly inclusive workplace culture to effectively implement the Programme strategies. It also ensures that PG attracts, develops, and retains high quality talent, both in terms of gender and geographical diversity, to facilitate the effective and efficient implementation of the Programme. It promotes the creation of a safe, healthy, and respectful workplace that cultivates excellence, innovation, and commitment to delivery of results for children whilst nurturing talents and providing avenues for growth and development to its staff.

The Senior Human Resources Associate, as part of the HR team in Programme Group, will provide specialized support to HR activities pertaining to talent management, recruitment & placement, data collection and analysis and organizational culture. Specialized activities pertain to the application of HR regulations, rules, and procedures in a hybrid/multi-location & time zones context, on a day-to-day basis to Programme Group.

Purpose for the job

Under the guidance and overall direction of the Human Resources Specialist, the Senior Human Resources Associate provides administrative, procedural, and strategic support and assistance to the efficient implementation of a broad range of Human Resources functions for all categories of staff, ensuring accurate and timely delivery and in compliance with UNICEF HR rules and regulations.

Specifically, the Senior HR Associate supports the roll out of HR strategic activities, such as Talent Management, Organizational Culture and Business Partnering, as well as skills/functional reviews, organizational design, structural reviews, and support global talent mobility for UNICEF Programme functions. The role provides support to the implementation of the PGs Recruitment Plan of General Service, International professional staff and Stretch Assignments portfolio. The incumbent will: 1) liaise with the Global Shared Service Center (GSSC)/Recruitment Hub, Central Service Center (CSC) and Division of Financial & Administrative Management (DFAM) on recruitment and position or staff structure changes; 2) He/she will collaborate with the Division of people & Culture (DHR)/classification Unit regarding Job Descriptions classification.; 3) He/she will monitor the recruitment KPIs and keep close track to measure the data and be focal point for staff queries.

III. Key functions, accountabilities, and related duties/tasks:

Summary of key functions/accountabilities:

Support to business partnering

- Support the business partners in developing initiatives to encourage employee well-being and employee recognition schemes.
- Support the management of change processes by advising clientele on changes to HR processes under the guidance of HR Business Partner.
- Support the business partners in assisting clientele in using HR systems such as talent management, agora and achieve.
- Act as subject matter expert or provides quality assurance
- Enforce compliance with UNICEF HR policies and procedures *

- Decide on appropriate application and interpretation of HR rules

Support in staff recruitment and placement.

- Support the coordination of the recruitment plan in line with new staff selection policy and keep track of each case and shares data regularly.
- Initiates and follows up on reference checks and academic verifications and ensuring the completion of other background checks.
- Monitors life cycle of recruitment process to update supervisor as necessary.
- Liaises with candidates and hiring managers in the various stages of the recruitment process and writes selection reports.
- Consolidate and undertake all system input of all recruitment reports/documents,
- Coordinate with the global recruitment hub on all steps of the selection process.
- Be the focal point for staff queries related to onboarding and liaison with POH and the Central Service Center in HQ.
- Provide strategic, proactive & accurate guidance to hiring managers and staff in relation to new staff selection policy
- Provide technical advice related to step verification & entitlement related requests the GSSC

Support in organization design and job classification

- Review and edits job descriptions to be submitted for classification for review by supervisor.
- Prepares documents to be submitted for classification ensuring completeness of documentation
- Monitors life cycle of all job classification requests to facilitate recruitment and organization planning.
- Compiles and analyses information and statistics related to posts and staff for reports on staffing trends
 - Analyze, research, verify, and compile data which facilitates preparation of workforce planning reports for supervisor to review against benchmarks i.e. Gender and geographical balance and other recruitment related key performance indicators.
 - Monitor & analyze PG post Authorization table and be the focal point for post changes processes in close collaboration with POH and DFAM

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 other offices, divisions (DHR, DFAM, GSSC) and partners to provide assistance in their HR information management.

IV. Impact of Results:

Senior HR Associates provides input into the design and development of improved transactional services and delivery processes. Working independently, with minimal supervision, they are accountable for the achievement of overall service delivery results in one or more HR activities. The scope of HR work typically covers two or more transactional HR activities (i.e. recruitment, entitlements management and servicing, classification, staff development, performance management etc.) as generalist yet requiring the handling of

complex and intricate HR matters on which quality and authoritative procedural advice is provided to the supervisor.

V. UNICEF values and competency Required (based on the updated Framework)

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.

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 HR information technology systems and talent management 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.

VII. Recruitment Qualifications	
Education:	<p>Completion of secondary education preferably supplemented by technical, or university courses related to business administration, human resources management, or related field is a minimum requirement.</p> <p>For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience.</p> <p>* A master's degree may replace additional two years.</p>
Experience:	<ul style="list-style-type: none"> • At least seven years relevant work experience in human resources, or administration in an international organization with progressively responsible HR related assignments is an asset is required. • Excellent client-service skills and initiative taking. • Advanced knowledge in the Microsoft Suite of Products (including MS Word, MS Excel & MS PowerPoint, MS Visio), and Intranet/Internet is required. • Relevant experience in data analytics and reporting is an asset. • Training in Competency Based Interviewing, use of VISION/SAP & HR information/management systems are highly desirable. • Good knowledge of UNICEF's rules, regulations and procedures including processing procurements and knowledge of the UN system is highly desirable
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish)

HRBP Structure – Programme Group 2024-2025

