



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Senior Human Resource Associate**
Supervisor Title/ Level: **Human Resource Manager**
Organizational Unit: **Operations Section, Dakar**
Post Location: **Senegal Country Office**
Duty Station: **Dakar**

Job Level: **G7**
Job Profile No.:
CCOG Code: 2A06
Functional Code: HRE
Job Classification Level: **G7**

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:

The Senior Human Resources Associate specific JD is to be used in a large Country Office (CO) and the Human Resources Unit is a part of Operations Section. The Senior Human Resources Associate reports to the Human Resources Manager who is at P4.

Purpose for the job: Under the close supervision and guidance of the Human Resources Manager, the Senior Human Resources Associate provides administrative, procedural and operational support and assistance to the efficient implementation of a broad range of Human Resources functions for all categories of staff in his/her office, ensuring accurate and timely delivery that is in compliance with UNICEF HR rules and regulations.

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

Summary of key functions/accountabilities:

1. **Support to business partnering**
2. **Provide back-office HR support services to the Common UN House**
3. **Support in processing of entitlements and benefits of local staff**
4. **Support in recruitment and placement**
5. **Support in consultant recruitment and placement**
6. **General office support**

1. 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.

2. Provide back-office HR support services to the Common UN House

- Support the Independent Project Unit/Common Back Office (IPU/CBO) Chief on administration in the area of Human Resources (HR) activities described below.
- Support partnership and collaborative relations with UN organizations within the framework of CBO in HR activities including recruitment, capacity building and career development of CBO staff.
- Support HR initiatives with other UN agencies, Government and NGOs, to the betterment of HR planning, cooperation and implementation.

3. Support in processing of entitlement and benefits

- In consultation with supervisor, analyze, research, verify, and compile data and information on cases that do not conform to UN or UNICEF's HR Rules & Regulations, to support consistent and equitable application of decisions and implementation of agreed upon action.
- In consultation with supervisor, analyze, research and verify information for the purpose of responding to staff queries on areas related to benefits and entitlements
- Initiates the processing of a wide range of personnel actions in accordance with UNICEF rules and regulations, by ensuring all relevant forms and actions are completed by staff and forwarded to the GSSC.
- Maintains and prepares all personnel-related records and files, ensuring all information on each staff member is up-to-date and accurate.

4. Support in recruitment and placement

- Prepares and circulates internal and external advertisements.
- Liaises with candidates in the various stages of the recruitment process.
- Prepares formal acknowledgement, offer and regret letters.
- 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.

5. Support in consultant recruitment and placement

- Facilitates the development and implementation of the country annual consultant plan.
- Timely processing of approved consultant recruitment requests based on approved terms of references and in accordance with UNICEF policies and standards.

- Prepares consultant contracts in Vision and perform R1 releases guided by UNICEF Policies and procedures thereof.
- Timely closure of expired consultant contracts within one month of contract expiry.
- Completion of consultant on boarding and off boarding processes guided by UNICEF policies, procedures and standards.

6. General Office Support

IV. Impact of Results

Senior HR Associates provide input into the design and development of improved transactional services and delivery processes. Working with a high degree of operational independence 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)

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)

VI. Skills

Technical

Extensive knowledge of HR principles, rules, regulations and procedures within the UN

Computer literacy and the ability to effectively use standard office software tools as well as good knowledge and skill in using HR systems.

Ability to extract and format data and to solve operational problems

Ability to organize own work, set priorities and meet deadlines.

Interpersonal and communication

Takes responsibility to respond to internal and external service needs promptly and proactively; takes initiative to ensure that deadlines, rules and regulations are met. Uses own discretion to address unforeseen situations.

Demonstrates a high degree of confidentiality, initiative and good judgment.

Demonstrates courtesy, tact, patience and ability to work effectively with people of different national and cultural backgrounds.

VII. Recruitment Qualifications

Education:	Completion of secondary education, supplemented with technical or university courses related to the work of the organization such as a diploma in HR management and/or a bachelor's degree in Social Sciences or Human Resources Management
Experience:	Minimum of 7 years relevant HR professional experience. Experience in an international organization or the UN is desirable
Language Requirements:	Fluency in French is required. Knowledge of another official UN language (Arabic, Chinese, English, Russian or Spanish) or a local language is an asset.