

**UNICEF Mexico Country Office
Temporary Appointment
Terms of Reference [TOR]**

Post Title	Human Resources Specialist	Post Level	P-3
Supervisor's title	Representative	Supervisor's Level	D-1
Contract duration	364 days	Duty Station	Mexico City

JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

The Mexico Office supports the country deal with the migration crisis and implement actions to improve the lives of the children in Mexico in the areas of education, nutrition, social policy, child protection besides other transversal activities.

The office has been rapidly growing and needs strong HR Management during the consolidation of the structure and of the HR strategic function.

The Human resources unit is composed of an HR Specialist (P-3) and team of two HR assistants (GS-5), one HR Officer (NO-1) and two UNVs HR National Specialists who all report to the HR Specialist and aim to timely provide quality HR Business Partner services to the needs of all sections in the office. This position will cover the leadership of the team for one year, during the maternity leave cover of the current HR Specialist.

We are looking for someone with senior experience in Human Resources, who has excellent communication skills, is open to change and innovation and can work within a changing environment.

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

The HR Specialist, within their area of responsibility, is accountable for implementing HR services that enhance the capacity of their clients to deliver on their business goals and objectives. In doing so, the incumbent demonstrates the ability to anticipate HR-related needs and develop subsequent plans and solutions that align HR management with business objectives.

The key responsibilities will be:

1. **Business Partnering**
2. **Strategic Human Resources**
3. **Implementation of assigned Human Resources Services**
4. **Learning and Capacity Development**
5. **HR Data Analytics**

1. Business Partnering

- Serve as the single point of contact for his/her client portfolio on advice pertaining to all aspects of the employment life cycle
- Provide accurate and timely advice to clients on HR 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 protect 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 HQ Divisions, regional and country offices to support and contribute to corporate HR strategy formulation and global implementation. Provide feedback and make recommendations on the establishment and improvement of HR 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. 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, design and deliver learning plans for staff to enhance their knowledge and build skills in new areas.
- Contributes to the mapping of competencies for all staff in assigned client portfolio, assisting in the development of a comprehensive framework in support of the development of the talent pipeline.
- Recommend efficient and cost-effective learning products which strengthen staff capacity to contribute effectively to business goals.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
- Provide orientation briefings to new staff.
- Provide day-to-day performance and talent management guidance to line management (e.g., coaching, counseling, career development, career conversations, and disciplinary actions).

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5. HR Data Analytics <ul style="list-style-type: none"> · Interpret and analyze HR data to help inform strategic decision making on HR processes and strategies. · Develop data collection systems to optimize data quality. · Coordinate with country offices and partners to provide assistance in their HR information management. 	
DELIVERABLES / OUTPUT <ul style="list-style-type: none"> • HR Strategy for the new Country Programme Document concerning the organizational structure needed for the office to implement the proposed programme. • HR Recruitment plan and implementation for 2025 • HR Learning and Development plan and implementation for 2025 • HR Wellbeing plan and implementation for 2025 • DEI Global Strategy implementation plan for 2025 	
REQUIRED QUALIFICATIONS	
Education	<ul style="list-style-type: none"> ▪ An advanced university degree (Master's or PhD), preferably in one of the following fields is required: Human Resources, Business Administration, Public Administration, Social Psychology, or another relevant technical field. <p><i><u>Alternatively, a bachelor's degree in any relevant area may be accepted in lieu of the master's degree if the candidate has two additional years of relevant experience.</u></i></p>
Work Experience	<ul style="list-style-type: none"> ▪ A minimum of five years of progressive responsibilities in Human Resources Management. ▪ Experience in supervisory roles is required. ▪ Experience in organizational design will be an asset. ▪ Experience with conflict management is a strong advantage. ▪ Experience in change management is highly valued. ▪ Previous experience with UNICEF or another UN agency is considered an asset. ▪ Developing country work experience and/or familiarity with emergency is desirable.
Skills	<ul style="list-style-type: none"> ▪ Good verbal and written communication in both English and Spanish. ▪ Analytical abilities and decision-making capacity. ▪ Conflict resolution and active listening. ▪ Management of multiple priorities and team workload. ▪ Excellent command of technology.
Languages	<ul style="list-style-type: none"> ▪ Fluency in English and Spanish.

UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)

Core values of care, respect, integrity, trust, accountability and sustainability (CRITAS).

UNICEF competencies required for this post are:

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others (8) *Nurtures, and, leads and manages people.*

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct 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 also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. 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.