



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

I. Post Information

Job Title: **Human Resources Assistant**
Supervisor Title/ Level: Human Resources Specialist, Level 3
Organizational Unit: Operations
Post Location: UNICEF Country Office

Job Level: **G-6**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

II. 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.

Purpose for the job: Under the supervision and guidance of the Human Resources Specialist, the Human Resources Assistant 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, whilst promoting a client-based, quality and results orientated approach to the unit and ensuring compliance with UNICEF HR rules and regulations.

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

Summary of key functions/accountabilities:

- **Support in processing of entitlements and benefits**
- **Support in recruitment and placement**
- **Support in learning and development**
- **Support in organization design and job classification**
- **Time Attendance**

- **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.
- Processes entitlements and benefits for local staff in accordance with UNICEF rules and regulations, by ensuring all relevant forms are completed by staff and data is entered into VISION.
- Maintains and prepares all personnel-related records and files, ensuring all information on each staff member is up-to-date and accurate.

- **Support in recruitment and placement**
- Drafts vacancy announcements for positions within his/her office for review by supervisor to help attract ideal candidates.
- Ensures timely and efficient screening of applications for minimum eligibility, taking into account qualifications, competencies, and post requirements.
- 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.
- Liaises with candidates in the various stages of the recruitment process.
- Prepares formal acknowledgement, offer and regret letters.
- Records and maintains recruitment files, ensuring all necessary documentation has been prepared.
- Monitors life-cycle of recruitment process to update supervisor as necessary.

- **Support in learning and development**
- In consultation with supervisor, researches and analyses data and information to help identify training needs within his/her country office for the development of learning plans and other targeted training interventions.

- In consultation with supervisor, researches, analyzes, verifies, and compiles information on external training courses available and educational institutions to help supervisor decide on learning programmes that address learning gaps in his/her country office.
- Assists team in organizing and conducting courses, workshops and events by participating in exercises which aim to build capacity of stakeholders.
- Develops and processes contracts for institutions providing training and courses, ensuring compliance with UNICEF rules and regulations.
- Assists team in organizing and conducting courses, workshops and events by preparing and organizing distribution of materials for participants, ensuring availability of training venues and required equipment and supplies, while providing logistical and secretarial support at workshops and events as necessary.
- **Support in organization design and job classification**
- Participates in the review of GS positions specific JDs, ensuring effective application of ICSC methodology.
- Drafts and edits job descriptions to be submitted for classification for review by supervisor.
- Follows up and liaises with HQ and RO over status of requests to ensure timely completion.
- Compiles and analyses information and statistics related to posts and staff for reports on staffing trends.
- Prepares documents to be submitted for classification to RO and NYHQ, ensuring completeness of documentation
- Monitors life-cycle of all job classification requests to facilitate recruitment and organization planning.
- **Time Attendance**
- Maintains and updates a system which monitors the absence of staff.

IV. Impact of Results

The efficiency and efficacy of the support and assistance provided by the Human Resources Assistant supports the strengthening of the offices' capacity in attracting, retaining and motivating staff of the highest caliber within his/her office, which in turn strengthens UNICEF's capacity in helping the most vulnerable women and children in a particular country programme.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (II) ▪ Working with people (II) ▪ Drive for results (II) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Analyzing (II) ▪ Applying technical expertise (II) ▪ Planning and organizing (II) ▪ Following Instructions and Procedures (II)
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VI. Recruitment Qualifications	
Education:	Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of 6 years of progressively responsible human resources, administrative or clerical work experience required
Language Requirements:	Fluency of English and local language of the duty station required.