



If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you.

For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Human Resources Policy Specialist, P-3, New York

Vacancy No: E-VN-2012-001308

Job Level: P-3

Duty Station: New York

Position#: 00067370

Country: United States of America

Application Close: 28-Sep-12

Region: NY HQ

Contract Type: Long-term Staff (FT)

Purpose of the Position

Under the guidance of the Senior HR Policy Specialist, the incumbent will draft human resources policies, provide HR policy advice, consistent with UN Staff Regulations and Rules and UNICEF policy, represent UNICEF in inter-agency fora at the working group level, and assist in facilitating staff-management relations.

Key Expected Results

1. Provide policy advice on individual cases to counterparts in the organisation at HQ and field level, including senior management, to ensure consistency of HR policy interpretation and to minimize legal risk to the organization through appeals in UN tribunals.
2. Draft human resources related administrative issuances in support of UNICEF's mandate, and in compliance with United Nations Staff Regulations and Rules. Conduct background research, including but not limited to studies of pertinent academic research papers, private and public sector best practice, other UN organizations' strategies, decisions of the General Assembly and the International Civil Service Commission, and other relevant publications.
3. Represent UNICEF in inter-agency working groups and task forces on HR policy matters, ensuring outcomes that support the effective delivery of UNICEF's mandate. Co-ordinate inter-agency queries on HR policies and procedures.
4. Prepare reports, position papers, presentations and similar documents related to HR policy, inter-agency matters and staff management relations, for submission to senior management
5. Assist the Senior HR Policy Specialist in managing staff management relations at the global level as well as New York headquarters level.

Qualifications of Successful Candidate

Advanced university degree or equivalent in human resource management, public or business administration, industrial relations, psychology, social sciences, law or related field*.

Five years of varied and in-depth experience in human resources management or administration preferably in a UN context, including three years in an international and/or multicultural setting. A combination of relevant academic



qualification, additional professional training and progressive relevant work experience may be exceptionally accepted as a substitute for shorter lengths of experience.

Fluency in English, including excellent writing skills. Working knowledge of French or any other UN official language is desirable.

Strong analytical skills as demonstrated in the application process.

*A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Competencies of Successful Candidate

Communicates effectively to varied audiences, including in formal written communication and during formal public speaking

Sets high standards for quality of work and consistently achieves project goals

Creates and encourages a climate of team-working and collaboration in a multi-cultural environment

Analyzes and integrates complex and potentially conflicting numerical, verbal and other data from a number of sources

Adjusts his/her approach to embrace changing circumstances

Creates organization-wide processes to help ensure that all adhere to procedures and policies

Translates strategic direction into plans and objectives

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.