UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: People & Culture Officer (Supply Community Talent Development) **Supervisor Title/ Level:** P&C Specialist (Supply Community Talent Management)/ P-3 with matrix management to Chief, People & Culture/ P-5 **Organizational Center:** Talent Management Unit, People & Culture Centre – Supply Division **Post Location:** Copenhagen	Job Level: P-2 TA Job Profile No. Job Classification Level:

II. Strategic office 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 Sustainable Development Goals (SDGs) commit all governments to comprehensive, integrated, and universal transformations by 2030. Countries are required to mobilise efforts to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind. Without adequate and sustained investments in health, the SDGs will not be realised.

Strategic office context :
UNICEF Supply Division (SD) works to ensure equitable and inclusive access to essential supplies and services for children and their families, in development, humanitarian and fragile contexts. These supplies are critical to saving lives, supporting children's health and education, and protecting them from abuse, exploitation, and neglect. As the UN's largest end to end supply chain entity, UNICEF leverages its global reach, market influence, supply chain expertise and partnerships with governments, civil society, private sector, industry, and other stakeholders to meet children's needs and protect their rights around the world.
SD focuses on three result areas to maximize impact, scale, and effectiveness: strategic procurement; supply preparedness and response in humanitarian and fragile contexts; and supply chain optimization. To facilitate and accelerate progress toward these results, SD employs three change strategies: financing for supply and services, supply chain digitalization and supply chain localization.

The People and Culture Centre leads strategic human resources management by strengthening workforce capabilities, promoting high performance, and fostering an inclusive work environment. It drives the development and delivery of strategic HR solutions across the organization. The Centre oversees workforce planning, talent management (including succession planning and staff mobility), the deployment of supply staff to respond to emergencies and the development of a future-ready workforce within the supply community.

This position is within the Supply Community Talent Management Unit as a core part of the Supply Division's People & Culture Centre. As such, the incumbent understands the different areas of integrated Talent Management and demonstrates proficiency in implementing learning

& development solutions which require ongoing and proactive engagement with various stakeholders across the Supply Community.

Purpose for the job

Under the overall guidance of Chief, People and Culture & direct supervision of the People & Culture Specialist (Supply Community Talent Management), the People & Culture Officer (Talent Development) contributes toward and help coordinate the Supply talent & learning strategies, enabling staff members to grow the skillset and competencies necessary to lead and work in the Supply Function globally. The role also provides support in performance management, talent reviews, staff mobility and talent partnerships, in line with the objective of having current and future talent gaps addressed in alignment with People & Culture and business objectives.

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

Talent Development & Programme Delivery

- Support the design, implementation and coordination of talent development initiatives aligned with the HR strategy and annual workplan, including succession planning, talent reviews, competency frameworks, staff mobility and workforce capability development.
- Contribute to project planning, implementation, monitoring and reporting, including timelines, deliverables, progress tracking, risk identification and mitigation.
- Support the production of guidance notes, communication materials and knowledge products to support effective and consistent implementation across the global supply community.
- Support talent-related change management, transition and knowledge-sharing initiatives, coordinating with key stakeholders across Supply Division and UNICEF

Talent Development & Learning Solutions

- Support the design, delivery, and refinement of learning initiatives, including in-person, blended, digital, and self-paced formats.
- Collaborate with subject matter experts to translate supply-related skills needs into practical learning content targeted at the global supply community.
- Contribute to the development of learning pathways, career development tools/support, and resources that support staff growth.
- Develop and roll out learning sessions related to performance management, workplace culture, managerial capability and other core competencies.
- Coordinate learning offers with external providers in line with the learning priorities.
- Monitor implementation progress and document lessons learned to inform future initiatives.

Supply Skills Taxonomy and Architecture

- Design and document a practical Supply skills taxonomy that provides a common language for functional, technical and transferable skills.

- Define skill families, individual skills, descriptions and proficiency levels, with clear differentiation between skills, knowledge, competencies and experience.
- Support the mapping of skills to priority roles, role clusters or career stages and support validation with functional stakeholders.
- Collaborate in the alignment and interoperability with relevant UNICEF competency, job architecture, learning and talent management frameworks.
- Develop guidance and tools to support consistent application, maintenance and future updates of the taxonomy.

Integration, analytics and knowledge products

- Prepare dashboards, briefs, presentations and recommendations for Supply Division leadership and other stakeholders.
- Use data and user insights to inform prioritization of capability-building investments and programme improvements.
- Maintain clear documentation, version control and an accessible repository of architecture components and supporting evidence.
- Contribute technical input to related talent initiatives, including skills mapping, talent reviews, succession planning, staff mobility and learning strategy.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core competencies skills

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. Thinks and acts strategically
6. Manages ambiguity and complexity
7. Works collaboratively with others

VI. Recruitment Qualifications

Education:	A university degree in human resources management, business administration, international relations, psychology or another related field is required.

Experience:	At least 2 years of experience in human resources, learning & development, or talent management, in international or complex operational contexts is required. Relevant experience at the international levels in planning, monitoring and project management in initiatives related to learning and/or talent management is required. Experience in liaising with external learning and/or talent management vendors to establish contracts and coordinate deliverables is required. Ability to analyze and present findings from learning & development initiatives to business leaders, and act on the inputs received is a requirement. Experience in the supply & logistics function in the private sector or in the United Nations is an asset. Experience in rolling-out competency framework and/or skills mapping is an asset. Artificial Intelligence fluency and responsible use is an asset.
Language Requirements:	English is mandatory and another UN language is an asset.