GENERIC JOB PROFILE

I. Post Information	
Job Title: People and Culture Officer **Supervisor Title / Level:** People and Culture Manager, P-4 **Organizational Unit**: UNICEF Philippines Country Office	**Job Level:** NOA **Job Profile No:** **CCOG Code:** 1.A.06 **Functional Code:** HRE **Job Classification Level:** P1/NOA

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 People & Culture Officer, NO-1 is located in the People & Culture team of the UNICEF Philippines Country Office, under the Office of the Representative. The People & Culture function supports the Country Office in ensuring that the workforce, organizational structures, people practices and workplace culture are appropriately aligned with the delivery of the Country Programme. The team provides P&C services across the employee lifecycle, including workforce and organizational planning, talent acquisition, onboarding, performance management, learning and development, staff wellbeing, career development, and organizational culture and change.

Purpose for the job

Under the close guidance of the People & Culture Manager, the Officer provides professional support in implementing assigned P&C services across the Philippines Country Office. The role supports HR business partnering, talent acquisition, onboarding, learning and development, performance management, people analytics, staff engagement, and organizational culture initiatives. Working collaboratively with P&C colleagues, managers and staff, the Officer applies established policies, procedures and practices and supports their implementation in the local context. Through research, analysis, coordination and service delivery, the position contributes to consistent and responsive P&C

services while progressively developing the organizational knowledge, technical competence and professional judgement required for broader responsibilities.

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

Summary of key functions/accountabilities:

1. **Business Partnering**
   - Through research of policies and analysis of data, provide support to the HR Business Partner in advising their clients on HR-related needs and developing subsequent plans of action.
   - Under the supervisor's guidance, provide accurate and timely advice to clients on HR processes and policies, ensuring the highest level of client-orientation.
   - Support supervisor in proactively advising clients on the resolution of human resources issues by recommending equitable and transparent solutions that protects both the staff and organization's interests in accordance with policies, regulations and procedures.
   - Research and compile data that conveys organizational progress towards gender equity and cultural diversity.

2. **Strategic Human Resources**
   - Help supervisor liaise with the HQ Divisions, regional and country offices to support and contribute to corporate HR strategy formulation and global implementation.
   - Research and provide data which helps inform the improvement of HR systems, policies and processes.
   - Keep abreast and research 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. **Support to 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, support the design and delivery of learning plans for staff.
   - Contributes to the mapping of competencies for all staff included in the assigned client portfolio, assisting in the development of a comprehensive framework in support of the development of the talent pipeline.
   - Research on efficient and cost-effective learning products which enable staff to develop their skills and competencies.
   - Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
   - Provide orientation briefing to new staff.

5. **HR Data Analytics**

- Collect, interpret and analyze HR data to help inform decision making on HR processes and strategies.
- Support the development and implementation of data collection systems to optimize data quality.
- Coordinate with country offices and partners to provide assistance in their HR information management.

IV. Impact of Results:

Through research, analysis and interpretation of policy, carried out under very close supervision, the incumbent strengthens the supervisor's capacity in effectively and efficiently executing all human resource services and tasks.

The impact is thus centered on providing through and accurate analysis of individual cases and processes. While the type of analysis and decision-making varies among the different HRM specialties, typical examples include:

- Researching a body of rules, regulations and precedents to determine eligibility for entitlements or benefits
- Helping the supervisor determine qualification requirements for vacant posts
- Comparing the qualifications of several candidates with those of the post
- Classifying unique job descriptions by application of promulgated classification standards.
- Helping determine the action needed in order to improve staff skills through the identification of individual and organizational training needs
- Researching the most appropriate methods of training to meet these needs or analyzing work to determine the relative worth of jobs

V. UNICEF values and competency Required (based on the updated Framework)

i) <u>Core Values</u>

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

ii) <u>Core Competencies (For Staff without Supervisory Responsibilities)</u>

- 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

- Basic knowledge of the principles and concepts of human resources management.
- Ability to identify issues, conduct rigorous research, and make conclusions and recommendations.
- Strong research, planning and organizational skills.
- Excellent knowledge of information technology systems and tools.

Interpersonal and Communication

- Ability to communicate effectively in a diverse organization tailoring language, tone, style and format to match audience.
- Ability to empathize with client managers, supervisors and staff while advocating for consistent and equitable applications of promulgated HR regulations and rules.

VII. Recruitment Qualifications	
Education:	A University Degree in human resource management, business management, international relations, psychology or another related field is required.
Experience:	One year of professional experience in human resource management in an international organization and/or large corporation is required.
Language Requirements:	Fluency in English and Tagalog (Filipino) required. Proficiency in another official UN Language an asset.