



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Children have their eyesight and ears examined during pre-school health screening as part of integrated Early Childhood Development, Borkeo District, Ratanakiri province, Cambodia. Photo: @ UNICEF/2019/Ponlok Leng.

Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ This position requires the JPO to work with the different UNICEF sector programmes under the People and Culture Business Partnering approach.
- ✓ Through this the JPO will gain a valuable exposure to a wide range of duties and responsibilities in the area of People and Culture through on-the-job learning and development, all online trainings related to People and Culture, and interaction with the Regional Office and HQs.

Career prospects and potential for retention:

- ✓ The experience and skills gained will equip the candidate for a professional position in the field of People and Culture with national counterparts and international development agencies, including UNICEF, in the future.
- ✓ Knowledge of UNICEF's strategies and experience supporting their implementation will provide the candidate with high potential for retention, as the People and Culture function continues to build its talent pipeline through the attraction and retention of young, talented professionals.

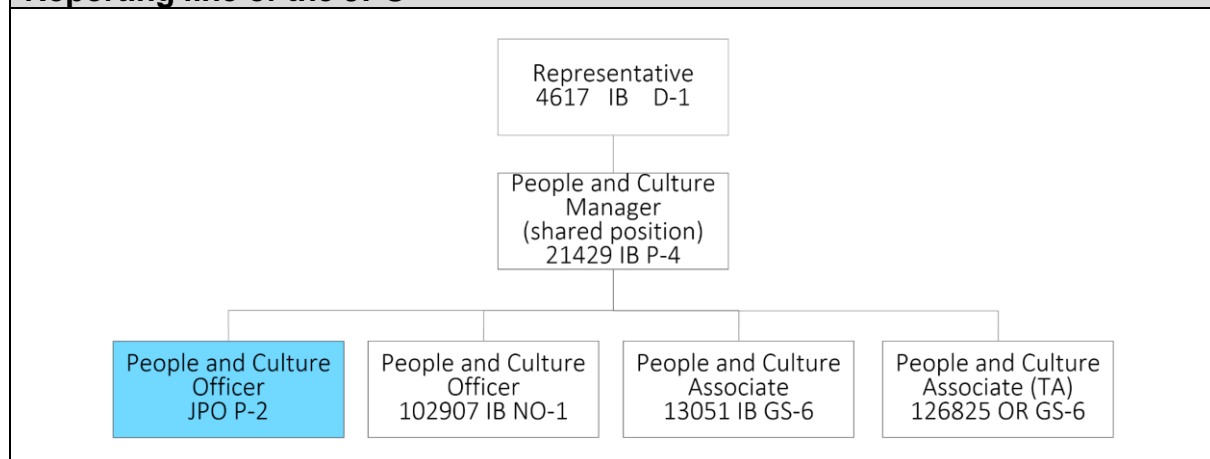
Supervisor's experience in coaching and development of young professionals:

- ✓ The supervisor of this position will be the People and Culture Manager serving the UNICEF Country Offices of Cambodia, Laos, and Vietnam. She has 29 years of experience, 24 of which with UNICEF. Throughout her career, she has contributed to the identification and capacity building of HR staff in the various offices where she has served, including a number of young People and Culture professionals. She has experience mentoring other colleagues across UNICEF, including in the People and Culture function, and is currently exploring avenues to further her coaching skills.

Information and living condition of Duty station: [For Filed Office locations only]

General Information	<p>The Security Level in Phnom Penh and across the country is classified as minimal (Level 1) as per the UN security management system in Cambodia.</p> <p>Threats to staff are considered low, however, incidents of petty crime, including theft, bag snatching, and pick pocketing are common, staff are advised to practice personal security awareness.</p>
Security	Phnom Penh offers plenty of options for housing, ranging from serviced apartments to individual houses or villas depending on your preferences and budget. The continuing construction boom has ensured that there are plenty of options on the market. Housing is in most cases easy to find and available on short notice, of course, depending to some extent on how particular your requirements are.
Housing	<p>There are several international schools in Phnom Penh. However, be vary of their quality and recognition outside of Cambodia. The five biggest and best known international schools are the English-language International School of Phnom Penh (ISPP), Australian International School of Phnom Penh (AISPP), Canadian International School in Phnom Penh (CIS) and Northbridge International School Cambodia (NISC), and the French-language Lycée Français René Descartes.</p> <p>Day-care options are plentifully available, and many staff also consider having a nanny to help with smaller children. You are advised to discuss with colleagues and HR upon your arrival for options and more details.</p>
Schools & Childcare	Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.
Work for spouses & partners	<p>The Security Level in Phnom Penh and across the country is classified as minimal (Level 1) as per the UN security management system in Cambodia.</p> <p>Threats to staff are considered low, however, incidents of petty crime, including theft, bag snatching, and pick pocketing are common, staff are advised to practice personal security awareness.</p>

Reporting line of the JPO





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: People and Culture Officer
Supervisor Title/ Level: People and Culture Manager, P-4
Organizational Unit: People and Culture unit
Post Location: Phnom Penh, Cambodia

Job Level: P-2
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 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.

Strategic office context:

Following a decade of steady economic growth, Cambodia became a lower middle-income country in 2015 and met the first round of triennial review for graduation from the least developed country status in 2021. It is projected that by the end of country programme 2024-2028, Cambodia will likely graduate from LDC status, making it more difficult to access concessional loans, and this suggested a transitional change of UNICEF's resource mobilization approach from "funding" to "financing" — leveraging investments from all partners in favour of children and adolescents. The country continues to commit to reach upper middle-income status by 2030 and high-income status by 2050 as embedded in the Government's pentagonal strategy for growth, employment, equity, efficiency and sustainability. UNICEF's Country Programme of Cooperation 2024-2028 seeks to support and advocate with the Royal Government of Cambodia to achieve Cambodia's 2030 SDGs and other national targets, and to address bottlenecks that prevent children from maximizing their rights in order to reach their full potential. The CPD seeks to address key child right issues post-COVID-19 such as nutrition (wasting and stunting), learning losses and drop-out and access to quality of education services particularly early childhood education, violence against children and children in alternative care, children with disabilities, maternal and child health services, access to clean water, sanitation and hygiene, and others. Now more than ever children, especially the most vulnerable and their families, need to be protected and supported across several sectors that will be impacted by the pandemic.

The JPO People and Culture Officer, at the P2 level will report to the Human Resources Manager with responsibility for Cambodia, Laos, and Vietnam, at the P4 level. This position covers a broad range of functions in the realm of People and Culture, to offer the incumbent a well-rounded learning opportunity to acquire professional expertise, organizational knowledge, and exposure for further career advancement. While not expected to be directly involved in the affairs of Laos and Vietnam, the JPO will have the exposure to and collaboration with a network broader than a single-office setting, thus expanding his/her understanding of the role of People and Culture in UNICEF. Additional functions not mentioned in this job description will be made clear in work plans and/or individual performance plans.

Purpose for the job:

The People and Culture Officer JPO reports to the People and Culture Manager for close guidance, training and supervision. The Officer provides support to the supervisor and colleagues in the unit by delivering People and Culture services through applying knowledge of theoretical models, as well as understanding of organizational policies and procedures.

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 People and Culture Business Partners in advising their clients on People and Culture-related needs and developing subsequent plans of action.
- Provide accurate and timely advice to clients on 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 protects 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 People and Culture strategy formulation and global implementation. Provide feedback and make recommendations on the establishment and improvement of systems, policies and processes.
- Keep abreast, research, benchmark, and implement best and cutting-edge practices in People and Culture 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 People and Culture focus areas (recruitment, job classification, career development, performance management, data analytics, learning & development, office culture, 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.
- Contribute 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 data to help inform decision making on processes and strategies in People and Culture.
- Support the development and implementation of data collection systems to optimize data quality.
- Coordinate with country offices and partners to provide assistance in their information management related to People and Culture.

IV. Impact of Results

The impact is centered on providing thorough and accurate analysis of individual cases and processes, including:

- Interpreting a body of rules, regulations and precedents to determine eligibility for entitlements or benefits.
- Helping supervisor determine qualification requirements for vacant posts.
- Comparing the qualifications of several candidates with those of the post and recommending the one(s) most suitable.
- Determining the action needed in order to improve staff skills through the identification of individual and organizational training needs.
- Recommending the most appropriate methods of training to meet these needs or analyzing work to determine the relative worth of jobs.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

VI. Recruitment Qualifications

Education:	A University Degree in human resources management, business management, international relations, psychology or another related field is required.
Experience:	Two years of professional experience in human resources and/or in people and culture management in an international organization and/or large corporation is required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
Technical Skills	Advanced 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 skills	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.