


JPO Request Form

<p>Title of JPO Post: Human Resources Officer Level: P-2</p>	<p>Functional Area: Human Resources Country & Duty Station: ESARO, Nairobi, Kenya</p>
	<p>Office Context and JPOs Contribution to the Organization</p> <p>The Human Resources (HR) Section in UNICEF's Eastern and Southern Africa Regional Office (ESARO) is seeking a JPO position starting in the cycle 2024 – 2025 to provide critical support in strengthening HR support to the 21 Country Offices in the Eastern and Southern Africa Region (ESAR) around people and culture. 'Dynamic and Inclusive People and Organizational Culture' is a key enabler in UNICEF's 2022 - 2025 Strategic Plan, and the JPO would support the HR function in ESAR by working on various initiatives which strengthen workplace culture, inter alia: strengthening office diversity (including with a focus on gender and disability) through data analysis and recruitment initiatives; strengthening management of performance; actively supporting campaigns which promote organizational values; supporting HR components of office action plans in response to Staff Surveys.</p>
<p>Training and Learning Plan</p> <ul style="list-style-type: none"> ✓ 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 JPO Mentoring, Coaching, and Career Counselling programmes; ✓ Encourage field mission and/or stretch assignment within the first two years. <p>In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:</p> <ul style="list-style-type: none"> ✓ Orientation for new ESARO staff members; 	<p>The JPO will contribute directly to the ESARO HR team's ability to support country offices in the region to foster an ethical, inclusive, equitable and empowering workplace culture. This will enable staff to deliver important work in support of the children that we serve, in a manner which embodies our organizational values of care, respect, integrity, trust, accountability and sustainability.</p> <p>Top three individual work-plan deliverables for the JPO:</p> <ol style="list-style-type: none"> 1. Undertake periodic analysis of HR data for ESA offices and disseminate insights with recommendations for appropriate

- ✓ E-learning opportunities in a wide range of HR topics including performance management, DEI, data analytics and more;
- ✓ Participation in the ESAR Young UNICEF network with exposure to a range of issues including at a strategic and senior level;
- ✓ Participation in one-week Regional HR Network meeting with exposure to current HR topics.

Potential for retention:

In view of the ambitious OneHR Strategy and regional HR priorities, this position will significantly contribute to achievement of the HR Vision, hence the successful candidate will have opportunities to continue working within ESARO and other UNICEF Offices. UNICEF is also supporting recruitment and retention of young professionals through the Young UNICEF programme, which the candidate will automatically be eligible to join.

In addition, the JPO will be supported to get regular positions with other UN agencies, with Nairobi hosting many UN Offices, both Country Offices and Headquarters.

Supervisor experience: The current supervisor of the post, Human Resources Manager (P-4), has been working with UNICEF continuously for almost 13 years in four different duty stations and all these years include experience in supervising and managing various staff from GS-5 HR Assistant to P-3 HR Specialist. The supervisor also recently completed Foundation Coaching Programme for Managers sponsored by UNICEF, which equipped him with coaching skills, hence would be expected to effectively coach and mentor the candidate.

actions to address issues identified. Participate in capacity building for relevant colleagues, and direct interventions to improve diversity in the offices.

2. Working in coordination with various partners (e.g., Management, HR, Staff Association, Organizational Culture team) at headquarters, regional and country level, review feedback from staff through various channels including Staff Surveys and support interventions which strengthen workplace culture.
3. Participate and support the development and delivery of learning and professional programmes for staff in both ESARO and ESAR. This includes providing support to ensure evaluation of training programmes is conducted to determine the impact of the programmes. Additionally, support the review of ESA CO's Learning & Development Reports and Plans as part of the annual review process aimed at strengthening talent management processes.

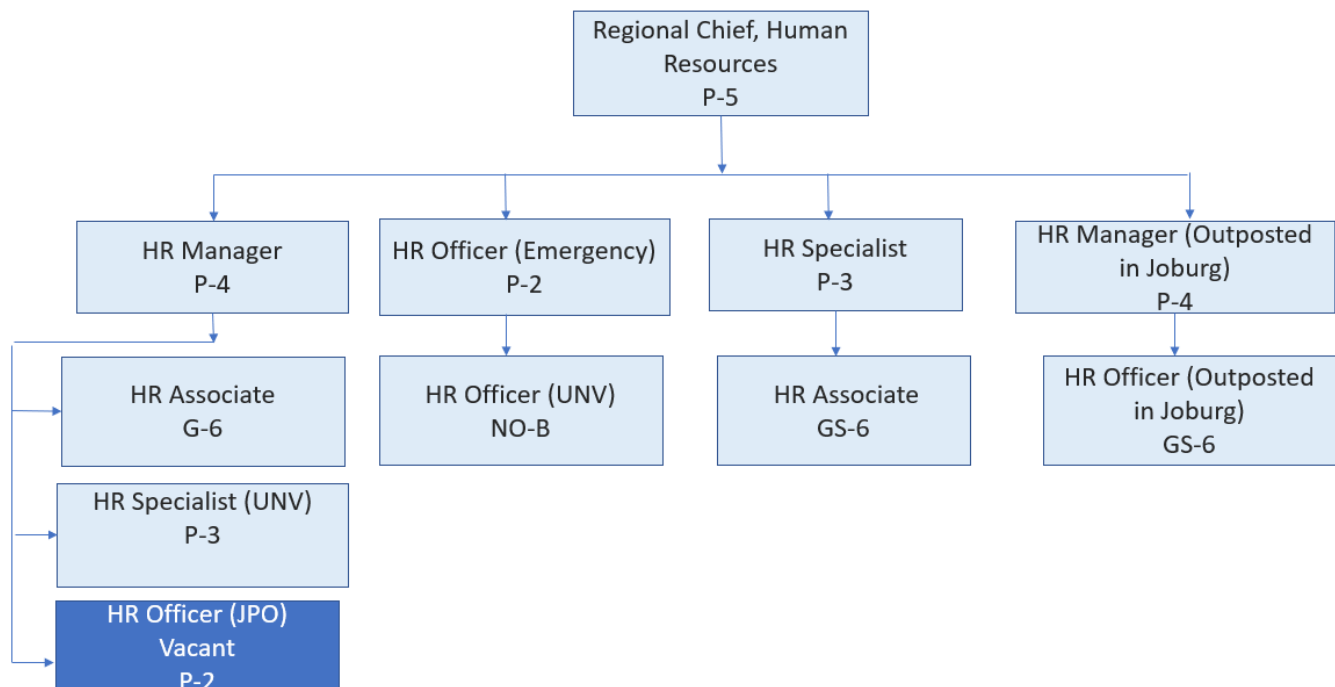
Information and living condition of Duty station: Nairobi, Kenya

General Information	Nairobi is one of the most prominent cities in Africa politically and financially. Home to thousands of Kenyan businesses and over 100 major international companies and organizations, including the United Nations Environment Programme (UNEP) and the main coordinating and headquarters for the UN in Africa & Middle East, the United Nations Office in Nairobi (UNON), Nairobi is an established hub for business and culture.
Security	The Security Level in Nairobi is classified as Moderate (Level 3) as per the UN security management system in Kenya. Terrorism is one of the security challenges to UN operations in Nairobi.

Housing	Different types of long-term accommodation are available in Nairobi: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished.
Schools & Childcare	As a cosmopolitan city, Nairobi has a wide array of childcare facilities as well as national and international private schools. British and International curricula are the most common in Nairobi's international schools. Other curricula on offer include German, French, American, and Dutch. Most children of expatriates attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger children. It is recommended to ask your embassy in Nairobi which schools your compatriots prefer for their children.
Work for spouses & partners	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.

REPORTING LINE of the JPO

The JPO will be directly supervised by the HR Manager within the ESARO Human Resources Section and will work with other International Professionals colleagues as well as National staff and United Nations Volunteer(s) in the team.





UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Job Title: Human Resources Officer
Supervisor Title: Human Resources Manager
Organizational Unit: Regional Office (ESARO), Nairobi, Kenya

Job Level: P2/NOB
Job Profile No:
CCOG Code: 1.A.06
Functional Code: HRE
Job Classification Level: P2/NOB

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 position will be based in the Eastern & Southern Africa Regional Office (ESARO) in Nairobi, Kenya. Under the leadership and technical guidance of the Human Resources Manager, the incumbent will be expected to collaborate and provide technical and oversight support to designated Country Offices in the region as well as some delegated Sections in the Regional Office. The incumbent will be expected to support and collaborate with different key stakeholders to implement the region's five key HR priorities in support of the overall implementation of the ambitious OneHR Strategy. Some of the priority areas include learning and professional development, organisational culture, and talent development. The incumbent will further be expected to lead in research and developing innovative systems and practices to support attainment of the OneHR Strategy Vision to be agile and partner in acceleration of results for children.

Purpose for the job

The HR Officer reports to the **HR Manager** for close guidance, training and supervision. The Officer provides support to the supervisor and colleagues in the unit by executing HR services through applying knowledge of theoretical HR models, as well as understanding of organizational HR 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 HR Business Partner in advising their clients on HR-related needs and developing subsequent plans of action.
- Provide accurate and timely advice to clients on HR 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.
- Contributes to effective talent management systems and process, starting from talent acquisition, talent development, managing performance and organisational culture enhancement.

2. Strategic Human Resources

- Liaise with the HQ Divisions, regional and country offices to support and contribute to corporate HR strategy formulation and global implementation. Provide feedback and make recommendations on the establishment and improvement of HR systems, policies and processes.
- Keep abreast, research, benchmark, and implement 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.
- Work closely with the supervisor to implement several regional HR priorities in support of the OneHR Strategy.

3. Support to Implementation of assigned Human Resources Services

- Provide support to various or one specific HR occupation (recruitment, 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.
- 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.
- Works and support development and implementation of several learning initiatives at both regional office and ESAR-wide.
- Provide orientation briefing to new staff to support smooth integration into the system and delivery of results.

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:

The impact is centered on providing thorough 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:

- 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

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

i) Core Values

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

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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	
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	
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:	Two years of professional experience in human resource 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.