

Job no: 595789

Contract type: Fixed Term Appointment

Duty Station: Bamako

Level: P-4

Location: Mali

Categories: Human Resources

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do for as long as we are needed. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built we offer our staff diverse opportunities for professional and personal development that will help them reinforce a sense of purpose while serving children and communities across the world. We welcome everyone who wants to belong and grow in a diverse and passionate culture, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

For every child, the right to Care

In Mali, UNICEF works with government, civil society, communities and partners to support children and families affected by overlapping development and humanitarian challenges, including insecurity, displacement, limited access to basic services and climate-related pressures.

In this context, the strength, agility and wellbeing of UNICEF's workforce are central to programme delivery. The People and Culture Manager will play a critical role in ensuring that UNICEF Mali has the right people, capabilities, systems and culture to stay and deliver for every child.

The People and Culture Manager, P4 Reports directly to the Mali Country Representative, and will partner with senior management and programme leaders to align people strategies with country priorities; strengthen workforce planning, talent, performance, learning and organizational design; and promote a workplace culture grounded in UNICEF's values of care, respect, integrity, trust, accountability and sustainability.

Furthermore, the position is responsible for planning, organizing and supervising a team of HR staff as well as for managing broad and complex projects.

How can you make a difference?

You are accountable for implementing HR services that enhance the capacity of their clients to deliver on their business goals and objectives. In doing so, you

demonstrate the ability to anticipate HR-related needs and develop subsequent plans and solutions that align HR management with business objectives.

Summary of key functions/accountabilities:

- Management of Unit
- Technical HR Leadership
- Business Partnering
- Strategic Human Resources
- Implementation of assigned Human Resources Services
- Learning and Capacity Development
- HR Data Analytics

If you would like to know more about this position, please review the complete Job Description here:  [People and Culture Manager Level 4 Mali.pdf](#)

To qualify as an advocate for every child you will have...

Minimum requirements:

- **Education:** An Advanced University Degree in human resource management, business management, international relations, psychology or another related field is required.
- **Work Experience:** Eight years of professional experience in human resource management in an international organization and/or large corporation is required.
- **Skills:**
 - **Managerial:** The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning. Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.
 - **Strategic:** Experience and ability to help design and implement targeted and innovative human resources strategies to address clients' people-related needs. Ability to help design and implement innovative HR programs within a fast paced, evolving, and wide organizational setting.
 - **Technical:** Authoritative technical knowledge of the principles and concepts of human resources management. Capacity to adapt policies, approaches and models to meet emerging needs. Ability to identify and analyze systemic issues, formulate opinions and make conclusions and recommendations to resolve same. Excellent knowledge of organizational and HR information technology systems and tools.
 - **Interpersonal and Communication:** Demonstrated 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.

- Language Requirements: Fluency in French is required.

Desirables:

- Language: Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language. Intermediate level of English is highly desirable for effective engagement in regional and global operating context.
- Strong familiarity with HR data systems, workforce dashboards and evidence-based people management approaches.
- Relevant experience at country level, particularly in development, fragile settings and humanitarian contexts.
- Experience supporting emergency operations, scale-up recruitment, rapid workforce planning or organizational change in complex environments.
- Experience working in Francophone contexts, particularly in WCAR and the Sahel, would be an advantage.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

UNICEF competencies required for this post are...

- (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) Manages ambiguity and complexity
- (6) Thinks and acts strategically
- (7) Works collaboratively with others
- (8) Nurtures, leads and manages people

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF promotes and advocates for the protection of the rights of every child, everywhere, in everything it does and is mandated to support the realization of the rights of every child, including those most disadvantaged, and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, minority, or any other status.

UNICEF encourages applications from all qualified candidates, regardless of gender, nationality, religious or ethnic backgrounds, and from people with disabilities, including neurodivergence. We offer a wide range of benefits to our staff, including

paid parental leave, breastfeeding breaks and reasonable accommodation for persons with disabilities. UNICEF provides reasonable accommodation throughout the recruitment process. If you require any accommodation, please submit your request through the accessibility email button on the UNICEF Careers webpage [Accessibility | UNICEF](#). Should you be shortlisted, please get in touch with the recruiter directly to share further details, enabling us to make the necessary arrangements in advance.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check, and selected candidates with disabilities may be requested to submit supporting documentation in relation to their disability confidentially.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.