

Détails

Mission et objectifs

UNICEF works in the world's toughest places to reach the most disadvantaged children and adolescents – and to protect the rights of every child, everywhere. Across more than 190 countries and territories, we do whatever it takes to help children survive, thrive and fulfill their potential, from early childhood through adolescence. Before, during and after humanitarian emergencies, UNICEF is on the ground, bringing lifesaving help and hope to children and families. Non-political and impartial, we are never neutral when it comes to defending children's rights and safeguarding their lives and futures.

UNICEF Office was established in Guinea in 1986. The main office is based in Conakry and three (3) zone offices are located in Kankan, Labé, and Nzérékoré. The main area of intervention is: Health, Nutrition, Water/Hygiene / Sanitation, Education , protection and social inclusion.

UNICEF Guinea started in 2018 the current programming cycle (CPD) covering the period from 2018 to 2022. The main pillars of this program of cooperation signed between the Government of Guinea and UNICEF are: (i) good governance for sustained development of human capital; (ii) sustained economic growth and inclusive; (iii) inclusive development of human capital; and (iv) sustainable development natural resources. The programme is aligned to the national development plan and the UN cooperation framework in Guinea.

Contexte

Guinea is a lower-middle-income country facing significant challenges in child development and deprivation. According to the latest Human Development Index (HDI) report, Guinea has a Human Development Index of 0.480, ranking 178th out of 191 countries in 2023, reflecting its ongoing struggle with poverty and social development challenges. Since 1984, UNICEF has worked with the government and various partners, including UN agencies, NGOs, and community-based organizations, to improve conditions for children.

The population of Guinea is projected to be around 15.2 million in 2025, with 63.4% living in rural areas and women comprising approximately 50.3% of the population. The annual growth rate remains steady at about 2.8%. Children under the age of 18 account for roughly 51% of the population, underscoring the critical need for child-focused interventions in areas such as health, education, and protection (World Population Review).

The vision of the 2024-2028 country programme is: "A Guinea where children, especially adolescent girls and children from the most vulnerable families in the most disadvantaged geographical areas, have equitable opportunities for sustainable access to essential social services and quality social protection, and can reach their full potential, including in a context of climate-related vulnerabilities and emergencies".

Currently, Guinea faces regularly natural disasters, such as flooding, which displace populations, damage infrastructure, and exacerbate the already challenging humanitarian conditions. These ongoing challenges necessitate continued support and local resilience building measures to mitigate their impact on the population.

The UNICEF Guinea office is looking for committed and creative professionals to make a lasting difference for Guinean children.

Results/expected outputs:

As active UNICEF personnel, efficient, timely, responsive, client-friendly, and high-quality support rendered to UNICEF, officers at this level analyze requests received from managers, supervisors and staff and make recommendations or take technical sound actions.

Examples of such actions at this level include provision of a wide range of P&C Business Partner services such as recruitment of staff and other types of personnel; orientation and induction; policy interpretation and guidance, contribution to the design and implementation of local P&C initiatives and strategies.

As a P&C professional, the officer's work reflects directly on the professionalism of the incumbent and the overall reputation of the UNICEF Guinea P&C team for technical quality in terms of both substantive depth and adaptive relevance to client needs and customer service approach to problem resolution.

The position covers a range of P&C specialties and would normally have access to advice from officer in individual specialties (broad in scope but restricted in depth of treatment of subject matter).

Description de la tâche

The People and Culture Officer (International UN Volunteer - IUNV), within their area of responsibility, is accountable for implementing People and Culture services that enhance the capacity of their clients to deliver on their business goals and objectives. In doing so, the incumbent demonstrates the ability to anticipate People and Culture-related needs and develop subsequent plans and solutions that align People and Culture (P&C) management with business objectives.

Within the delegated authority and under the supervision of the People and Culture Specialist, and in close collaboration with all Operations Units and Programme Sections, the International UN Volunteer People and Culture Officer will support the following tasks:

Business Partnering

- Serve as the single point of contact for their client portfolio on advice pertaining to all aspects of the employment life cycle for all categories of staff
- Provide accurate and timely advice to clients on P&C processes and policies, ensuring the highest level of client orientation
- Proactively advise clients on the resolution of People and Culture issues ensuring equitable and transparent solutions that protect both the staff and organization's interests in accordance with policies, regulations, and procedures
- Promote the organizational goals and targets for gender equity and cultural diversity.

Strategic People and Culture

- Liaise with Headquarters 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 P&C systems, policies, and processes
- Keep abreast, research, benchmark, and implement best and cutting-edge practices in P&C management and contribute to the development of global policies, procedures, and introduce innovation through sharing of best practices and knowledge learned.

Implementation of assigned People and Culture Services

- Contribute to strategic workforce planning and recruitment of all categories of personnel (staff, consultants) and their orientation and induction
- Contribute to the design and implementation of key P&C initiatives and strategies, such as the Guinea Country Office strategy for improving gender and geographic diversity and initiatives to attract, retain and motivate staff of the highest caliber; analyze factors affecting turnover
- Contribute to the implementation of the global OneHR Strategy and the Global Diversity, Equity and Inclusion Strategy
- Contribute to the implementation of the Guinea 2025 Global Staff Survey Action Plan and reporting, and other Duty of Care Initiatives

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers (UNV) programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Provide annual and end-of-assignment self-reports on UN Volunteer actions, results, and opportunities.
- Contribute articles/write-ups on field experiences and submit them for UNV publications, websites, newsletters, press releases, etc.
- Assist with the UNV Buddy Programme for newly arrived UN Volunteers.
- Promote or advise local groups in the use of online volunteering or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Exigences de l'affectation

Expérience pertinente

2 ans

Langues

English, Niveau: Courant, Requis
French, Niveau: Courant, Requis

Niveau de formation requis

Licence en human resource management, business administration / management, international relations, psychology or another relevant field is required.

A first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Compétences et valeurs

- Diversity and inclusion: Treats all people with dignity and respect; shows respect and sensitivity towards gender, cultural and religious differences; challenges prejudice, biases and intolerance in the workplace; encourages diversity wherever possible.
- Integrity: Maintains high ethical standards; takes clear ethical stands; keeps promises; immediately addresses untrustworthy or dishonest behavior; resists pressure in decision making from internal and external sources; does not abuse power or authority.
- Commitment: Demonstrates commitment to UNICEF's mission and to the wider UN system; demonstrates the values of UNICEF in daily activities and behaviors; seeks out new challenges, assignments and responsibilities; promotes UNICEF's cause.
- Communication: Speaks fluently; expresses opinions, information and key points of an argument clearly; presents information with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility; structures information to meet the needs and understanding of the intended audience; presents information in a well-structured and logical way.
- Working with people: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits well.
- Drive for results: Sets high standards for quality of work; monitors and maintains quality of work; works in a systematic, methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external partners; accepts and tackles demanding goals with enthusiasm UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Compétences et expérience

At least 2 years of professional work experience at the national and/or international level in Human Resources Management; experience with an international development organization is an asset.

Familiarity with humanitarian work, emergency preparedness, and response is desirable.

Area of expertise requirement:

- Strategic

- Experience and ability to implement targeted and innovative human resources strategies to address clients' people-related needs.
- Ability to implement innovative Human Resources (HR) programs within a fast-paced, evolving, and wide organizational setting.

- Technical

- In-depth technical knowledge of the principles and concepts of human resources management.
- Ability to identify and analyze systemic issues, formulate opinions, and make conclusions and recommendations to resolve them.
- Excellent knowledge of organizational and Personnel and Compensation (P&C) 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 the audience.

- Empathize with client managers, supervisors, and staff while advocating for consistent and equitable application of promulgated P&C regulations and rules.

The incumbent must be a dynamic, multi-functional person who supports UNICEF with professionalism, dedication, and client orientation, and who must be willing both to work on substantive aspects and to provide operational services. The following qualifications are required:

- o Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with e-recruitment platforms; and office technology equipment;
- o Excellent oral and written skills; excellent drafting, formulation and reporting skills;
- o Good listening capacity and excellent interpersonal skills.

Domaine(s) d'expertise

Administration, Human resources