

Vacancy Announcement

UNICEF China

Job Title: HR Support Officer
Contract Type: UN Volunteer
Contract Duration: 1 year (subject for renewal)
Duty Station: Beijing, China
Expected start date: May 2022

Who are we?

UNICEF China and its government partners work to improve the lives of the most vulnerable children. Every child has the right to survive, develop, be protected and participate in family and society. UNICEF collaborates with many partners to help make those rights a reality in China. We work by developing demonstration models and approaches in rural poor and urban marginalized communities. Once an approach has been shown to be effective, we support the government to replicate and expand the approach with its own budget.

UNICEF also plays an important role in advancing research and assembling scientific evidence about children in collaboration with Chinese universities, research centres and policy-making institutions. We support the government to use this data, along with the findings from our pilot programmes, to develop evidence-based policies and laws.

In the recent past, many important achievements for children in China have been based on innovative models and pioneering research supported by UNICEF. For more than forty years, our programme of cooperation with the Government of China has helped to improve the lives of children and women in all provinces.

UNICEF China also partners with the private sector by providing ideas and opportunities for improving the lives of children in China. Children's rights and welfare are integral to a corporation's social responsibility to the communities in which it works. We are helping the private sector to develop child's rights business principles, engage on protecting child rights, and mobilize to make children's lives better.

As a global child rights organization, UNICEF also helps to give a voice to and advocate for children, so that their rights are given the highest priority by all sectors of society. As China's development moves ahead rapidly, we are increasingly focused on engaging all citizens in China in the mission of promoting and protecting children's rights.

Job description

Under the direct supervision of HR Officer, the HR Support Officer will undertake the following tasks:

- Provide support in the maintenance of HR records, HR databases and archives, to ensure data and files are accurately stored and updated in compliance with the established standards.
- Oversee and support the delivery of onboarding activities for new staff joining UNICEF China, to ensure that relevant processes are followed.
- Collect, analyze and interpret a variety of data on staff recruitment and selection, performance and learning/capacity development requirements, workforce, onboarding, etc., and provide advice and recommendations along with comprehensive analysis and reports for informative decision-making.
- Provide a range HR management assistance and activities including follow-up actions, resolution of issues and unforeseen situations, to ensure consistency and quality of HR services delivered to clients. Provide support in analyzing and responding to internal queries to ensure that clients are well-informed.
- Review and/or prepare a wide range of complex HR documentation to ensure accuracy and meeting established deadlines.

Furthermore, taking a UN Volunteer role at the same time, you are expected to:

- 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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

Results/Expected Output:

- 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.
- Accurate information (i.e. intranet), data analysis, and documentation are timely made available to support situation analysis and reporting.
- Technical assistance is provided to the implementation of HR activities through participation and collaboration with internal partners.
- HR services efficiency and effectiveness are enhanced through effective implementation follow-up.
- Other assigned duties and responsibilities are effectively accomplished.

Qualifications required:

- Bachelor's degree or above in human resource management, business management, international relations, psychology, or another related field is required.
- Required experience: at least 2 years of experience in human resource management
- Motivated to contribute towards peace and development and to serve others.
- Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team.
- Flexible and open to learning and new experiences.
- Respect for diversity and adaptability to other cultures, environments and living conditions.
- Strong digital working skills
- Fluency in spoken and written in English and Chinese is required

Competencies and values required:

For every Child, you demonstrate...

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

To view our competency framework, please visit [here](#).

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

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. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. 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.

What we can offer for you

- A dynamic and multi-cultural environment in the development and humanitarian field.
- Excellent opportunity to develop HR management knowledge and insight in UN system.
- The National UN Volunteer receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. In China the VLA is 9,490.08 RMB per month.
- The National UN Volunteer is entitled to an excellent health, life and disability insurance package.
- A modest Settling-in Grant and end of assignment allowance will also be provided, along with travel to and from the duty station. International travel to duty station will not covered by UNV.
- The National UN Volunteer is entitled to 2.5 days personal leave per month and government official holidays.

How to apply

Please send your English version of CV with an application letter to beijinghr@unicef.org before **30 April 2022**. Only shortlisted candidates will be contacted.