



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

People & Organizational Development Officer

(5 months starting May 2017; Full-Time; based in Toronto)

This position will provide an opportunity for an individual who is beginning their career in HR and would like to gain practical experience in a fast-paced environment. Reporting to the Deputy Director, People & Organizational Development, this position will support our work in recruitment, administration, onboarding, health & safety and organizational development. We are seeking an individual who is outgoing with exceptional inter-personal and organizational skills.

The ideal candidate will have:

- A university degree or college diploma in Human Resources.
- CHRP accredited, or working towards it.
- A minimum of two (2) years' work experience in Human Resources or administration.
- Strong communication skills and takes initiative.
- Highly proficient in Microsoft applications (i.e. Word, Excel, Powerpoint)

For consideration, please submit your resume and cover letter as one document to careers@unicef.ca by **March 25, 2017**. Please reference "**People & Organizational Development Officer**" clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.

