



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

(Permanent; Full-time; based in Toronto)

The People & Organizational Development Officer will provide support to the development, implementation and ongoing evaluation of people-related activities including: recruitment and staffing; compensation and benefits; wellness; health and safety; performance management, organizational development and employee relations.

The responsibilities of the position will include:

Co-ordination & Administration (80%)

- Primary point of contact for administration and maintenance of the employee benefits programs.
- Contribute to the development and implementation of programs and initiatives as they relate to the culture goals of the organization, taking required action to ensure programs, policies and practices reflect current/relevant regulatory and/or industry best practices.
- Work in close collaboration with the Finance team on the semi-monthly payroll; ensure any changes are reflected in the payroll each pay period;
- Provide support in recruitment and selection, including: advertising job vacancies; screening and shortlisting applications; completing initial telephone screenings and being an active member of the hiring panel.
- Manage the onboarding and offboarding processes and ensure they are kept up to date and in line with the organization's culture, goals and objectives.



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- Focal point for the hiring and administration of consultants, interns and Toronto-based volunteers.
- Ensure all documentation regarding employee files, expenses, legal agreements/contracts & departmental documentation are up to date and accurate; maintain quality control and confidentiality.
- Assist with the administrative details of the performance management process.
- Co-ordinate internal and external training and maintain training records.
- Co-ordinate criminal and vulnerable sector screenings for all new hires, as well as renewal checks for existing staff.
- Maintain metrics associated with People and Organizational Development such as turnover and headcount; generate reports as and when necessary for business decisions.
- Continuously seek efficiency and effectiveness with operational work processes related to People & Organizational Development.
- Assist in the salary administration process; participate in the Job Evaluation Committee (JEC).
- Assist with staff well-being initiatives; participate in the Social Committee.
- Participate in the Joint Health and Safety Committee (JHSC), plan and co-ordinate monthly workplace inspections and workplans; act as one of the Employer Representatives for the JHSC.
- Assist in ad-hoc projects.

Communication & Relationship Management (20%)

- Establish and sustain effective rapport and trust with employees by ensuring the highest levels of customer satisfaction are achieved.
- Be the primary point of contact for employee queries and requests, and provide assistance when required.
- Respond to inquiries from internal/external contacts
- Provide timely problem-solving while accurately representing and disseminating organizational policies and practices.

The ideal candidate will have:

- A post-secondary education in Human Resources or a related field.
- A minimum of 2-3 years' relevant work experience.
- CHRP designation (or working towards it) an asset.
- Sound knowledge of HR practices and employment laws in Canada.
- Exceptional interpersonal and communication skills (written and oral)
- Excellent organizational skills and attention to detail; able to work in a fast-paced environment with the ability to multi-task.
- Proven experience working with people at all levels of an organization.
- Strong customer service skills with sound judgement.



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- The ability to handle confidential matters in a discreet manner.
- Experience as a team player and a natural relationship builder - both internally and externally; enjoys working cross-functionally.
- A strong interest in UNICEF's mission and children's rights.
- Highly proficient computer skills in MS Office (Word, Excel, Powerpoint).
- Experience with HRIS/payroll systems (an asset).
- Fluency in English and French (an asset).

For consideration, please submit your resume and cover letter to careers@unicef.ca by **March 12, 2018**. Please attach your cover letter (including salary expectations) and resume as one document and 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.



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