

Your Next Phase of Impact Starts at [UNICEF Canada](#)

JOIN OUR TEAM AS SENIOR MANAGER, HUMAN RESOURCES

Are you a **strategic, people-centered human resources professional** who's energized by building inclusive, high-performing teams?

Consider joining **UNICEF Canada** – one of Canada's most respected & historic charities – and **be part of a high-impact, mission-driven team** working across Canada & globally to create a better world for children.

UNICEF Canada is seeking to recruit a talented & high-performing individual in the role of **Senior Manager, Human Resources**.

Position Details

Position Title	Senior Manager, Human Resources
Employment Type:	Permanent, Full-time (Vacant)
Reports to:	Vice President, People & Culture
Direct Reports:	0
Salary Range:	\$70,500 to \$85,500 annually with benefits and 3 weeks paid vacation
Work Location:	Toronto
Work Environment:	UNICEF Canada currently operates under a Fixed-Hybrid model that requires team members to attend the office at least 2 days/week (Tuesday and Wednesday).

Why UNICEF & UNICEF Canada?

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we provide and advocate for education, health and nutrition services. Protect children from violence and abuse. Bring clean water and sanitation to those in need. Keep them safe from climate change and disease. Serve as the world's largest provider of vaccines. Before, during and after emergencies, we're on the ground with life-saving help and hope. The needs of children around the world continue to increase and the role of UNICEF is more important than ever.

UNICEF Canada is one of 32 National Committees (NatComs) located in high-income countries around the world. Our team exists to fundraise for UNICEF's highest priorities, and to work neutrally with governments and the private sector in Canada and internationally to advance the rights and well-being of children and youth.

As UNICEF Canada prepares to launch a bold new Strategic Plan in 2026, a key priority will remain on raising funds to support children around the globe. **Be part of this next phase of impact!**

Position Description

Join UNICEF Canada as **Senior Manager, Human Resources** and help shape a people-first, high-impact culture. We're looking for a strategic, collaborative and solutions-focused HR professional to keep our day-to-day operations running seamlessly. In this role, you'll lead the full spectrum of HR activities – from recruitment and job evaluation to policy compliance and health & safety – ensuring our team has what they need to succeed.

As a trusted advisor, you'll bring exceptional communication skills, high emotional intelligence, and deep HR expertise to guide leaders, strengthen policies and practices, and reduce organizational risk. You'll champion inclusive & equitable approaches and help build diverse, high-performing teams that thrive.

We're looking for someone who brings:

- Expert communication and the ability to influence with clarity, empathy, and a people-centred mindset
- Sound judgement and discretion while navigating sensitive and complex situations
- Strong critical thinking and problem-solving abilities
- A deep commitment to diversity, equity, inclusion, belonging, and human-centred HR practices
- Sharp attention to detail, pride in high-quality execution, and a genuine passion for supporting people through effective HR

If you're energized by building strong teams, driving organizational performance, and delivering strategic & people-centred HR solutions, we'd love to meet you!

Key Accountabilities

Human Resources Management (60%)

- Serve as a key advisor on people management, ensuring HR policies, programs, and practices are in place and are equitable, inclusive, and free from bias.
- Lead and continuously strengthen recruitment processes, ensuring transparency, consistency, & the integration of anti-racism and equity principles at every stage.
- Oversee onboarding processes for new team members, ensuring processes are inclusive and support organizational objectives to create a welcoming environment.
- Recommend promotions, transfers, contract terms, job classifications, and employee relations actions based on equitable and transparent policies.
- In partnership with the VP, People & Culture and Sr. Manager, Organizational Dynamics, deliver effective and fair performance management, talent development, and succession planning processes.
- Facilitate the Job Evaluation Committee, ensuring timely, equitable, and transparent job evaluations.
- Facilitate the Joint Health and Safety Committee as the employer representative; coordinate inspections, member nominations, and action plans.
- Oversee UNICEF Canada's Human Resources Information System (HRIS), identifying opportunities to enhance accessibility, inclusion, and efficiency.
- Oversee compensation practices to ensure fairness and equity; serve as the point of contact for compensation surveys and analysis.
- Advise on succession planning for unanticipated staffing changes as required.
- Actively work to embed ARDEI principles across HR practices and initiatives.

Policy & Compliance (20%)

- Support the development and lead implementation of HR strategies, policies, and training that advance

UNICEF Canada's strategic objectives and uphold UNICEF Canada's Anti-Racism and DEI commitments.

- Conduct regular policy reviews to ensure legislative compliance, employee-centered design, and alignment with ARDEI-focused policies.
- Track annual policy compliance requirements and coordinate timely, inclusive policy review processes with diverse input.
- Identify emerging issues and trends that may affect HR policies, compliance, or organizational commitments.

Operations Management (20%)

- Collect and analyze key HR metrics, applying an equity lens to insights and recommendations.
- Contribute to the development of the organization's strategic plan.
- Develop and manage the budget for the HR needs of the organization
- Partner with the Finance team on semi-monthly payroll, ensuring timely and accurate updates and recommending process improvements.
- Serve as the primary contact for administering and maintaining employee benefits, ensuring accessibility and alignment with the diverse needs of employees.
- Ensure the security, privacy, and appropriate retention of employee records.

Additional Qualifications

- 8–10 years of relevant experience in human resources or a related field, with demonstrated experience advancing DEI and anti-racist practices in HR and a recognized HR certification or accreditation (e.g., CHRP, CHRL, or equivalent).
- High emotional intelligence and cultural competence, with the ability to navigate complex interpersonal dynamics and foster psychological safety.
- Sound judgement, strong planning and organizational skills, a solution-oriented approach, and strategic decision-making expertise.
- Strong drive, curiosity, and a results-oriented mindset, with a proven ability to get things done.
- Exceptional written and verbal communication skills.
- Proven leadership experience, including building and supporting diverse, inclusive, high-performing teams.
- Experience with HRIS and payroll systems, and solid knowledge of Canadian employment legislation.
- Experience in benefits and pension administration and an awareness of how benefits policies impact employees from diverse backgrounds.
- Experience advancing diversity, equity, inclusion, and belonging initiatives at the organizational level.
- Alignment with UNICEF Canada's values, including a deep commitment to anti-racism and DEI and awareness of sector-specific challenges.

An Employer of Choice: What We Offer

UNICEF Canada is where **diverse talent & passion** come together to create **extraordinary impact** for every child. We are committed to being an employer of choice and building a culture that is inclusive, ambitious, compassionate, and high impact.

Members of the UNICEF Canada team have access to the following employee benefits:

A ROBUST COMPENSATION PACKAGE	<ul style="list-style-type: none">✓ Extended Health/Dental benefits, Healthcare Spending Account, and Wellness Account✓ Life, AD&D, & Long-Term disability insurance coverage✓ Employer match contributions (5%) to a Group Pension Plan✓ Access to parental leave top-up
A COMMITMENT TO WELLNESS	<ul style="list-style-type: none">✓ Fixed-hybrid work environment to balance connection and collaboration with the work-life integration needs of our team

	<ul style="list-style-type: none"> ✓ Minimum 3 weeks of annual vacation (increases with time served) & 1 additional day per year of service (max 30) ✓ 10 paid sick days & 2 personal days ✓ 9 to 11 employee wellness days – an additional series of pre-set days off, given annually to further extend long weekends ✓ Discounted rate for a GoodLife gym membership ✓ Access to an Employee and Family Assistance Program
A CULTURE OF LEARNING & GROWTH	<ul style="list-style-type: none"> ✓ Access to a comprehensive global learning platform with over 1600 courses, webinars & resources ✓ Internal leadership development, training, & mentorship programs that integrate Anti-Racism and diversity, equity and inclusion principles ✓ Opportunities to access both local & global stretch assignments
AN INCLUSIVE & PURPOSE-DRIVEN WORKPLACE	<ul style="list-style-type: none"> ✓ Centrally located head office in mid-town Toronto with satellite offices in Calgary & Montreal ✓ Easily accessed by public transit and a short walk from several parking locations ✓ Inclusive & accessible co-working and meeting spaces designed to foster purpose at every turn and accommodate the diverse needs of employees
A CHANCE TO DO MEANINGFUL & LIFE-CHANGING WORK	<ul style="list-style-type: none"> ✓ Under the leadership of a dynamic, accomplished, and experienced executive leadership team, you'll be part of a diverse & talented Canada team committed to creating meaningful impact while fostering an inclusive and supportive work environment. ✓ You'll join a global UNICEF family with a shared commitment to impact the lives of children

Our Commitment to Inclusive Workplaces & Recruitment

UNICEF Canada is an inclusive workplace and is committed to championing diversity, equity, inclusion, and accessibility. Requests for accommodation can be made at any stage of the recruitment process.

At UNICEF Canada, we believe strongly in personal connections, and our hiring process is entirely human-driven. We do not use AI or automated systems to review applications or conduct interviews. Each candidate is evaluated by our experienced team to ensure a fair and thoughtful hiring experience.

How to Apply

Please submit your resume and cover letter as one document to careers@unicef.ca by **11:59 PM EST by Friday, December 12, 2025**. Please include your salary expectations in your cover email and reference **Senior Manager, Human Resources** in the subject heading.

UNICEF Canada thanks all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted. Consistent with our Child Safeguarding Policy, all successful candidates must receive clearance by a police background check (including a vulnerable sector screen).

