

Job Overview			
Job Title	Human Resource Manager		
Reports to	Head of Head of People and Culture		
Direct Reports			
Unit	Operations	Review Date	October 2023
Department/Section	People and Culture	Grade	17
Location	One of GPAF's current locations but flexible as GPAF implements a hybrid work location model with Work-from-home being the main base of our work location.		

Main Purpose of the Role	<p>HR Manager will be responsible for leading and coordinating the end to end processes of the HR functions. These will include and not limited to the following: Workforce planning, Job Evaluations, Recruitment, Induction and Onboarding, managing Learning and Development, Performance Management, staff Relations, Talent and Succession Management, Benefits administration,, Staff wellness, Employee Information Management, amongst other functional HR areas. The HR Manager will be an HR generalist who can ensure that HR policies and procedures throughout fit the needs and goals of the leadership team. The HR Manager will also work closely with Head of People Culture to enhance staff performance, conceptualising and initiating staff morale initiatives and strong relationships with all the key stakeholders within GPAF to ensure delivery of the talent and people agenda.</p>
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Principal Accountabilities		
Key Results Areas (no more than 6)	Main Duties	% of Job
Recruitment & Placement	<ul style="list-style-type: none"> ● Identify the best local sources of recruitment according to the needs and objectives of GPAf recruitment strategy based on the analysis of the labour market with the objective of recruiting professionals and people with the potential to develop within the missions/organisation. ● Ensure on-boarding of new hires; employee orientation is effectively conducted, to ensure employees are productive from day one in the listed countries, and working with managers to ensure employees have commitments/objectives set within their first month on the job. ● Management of the staff contracting process including drafting employee contracts based on the agreed terms from the remuneration and benefits structure. Working with the 	20%

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	<p>counterpart P & C administrators to ensure that the right type of contract is issued to the staff.</p> <ul style="list-style-type: none"> ● Flag and monitor employee end of probation appointments and coordinate with their managers on their confirmation letters after the probationary reviews are received. ● Ensure new positions and existing are properly graded and evaluated 	
Learning & Development	<ul style="list-style-type: none"> ● Oversee the training & development activities and ensure staff are utilising the budget allocated. ● Work with Line managers to source for suitable training in alignment with identified skills gap. ● Manage the relationship with external training providers and oversee training delivery & evaluation activities which include staff training courses, workshops, and activities to ensure compliance with the training calendar and plans. ● Review and recommend improvements into the induction programme while ensuring its implementation ● Working with the Head of People and Culture to design and implement development programmes for leadership levels, graduate internships and mentorship programs that are relevant and support GPAF strategy. ● Track and provide analytical reporting on return on investment for all L&D initiatives. 	30%
HRIS Implementation	<ul style="list-style-type: none"> ● Responsible for administration of GPAf HRIS including monitoring the organisation's HRIS needs and ensuring the existing system meets changing requirements. ● Developing, documenting, and maintaining all current and new HRIS business process workflows for efficiency and compliance. ● Act as the internal expert on HRIS reporting, preparing reports and analysis ● Ensure staff are well trained on the system ● Ensure employee information is updated to employees through the HRIS ● Collaborate with finance on payroll administration and ensure that payroll changes are processed accurately and in a timely manner. 	10%
Staff Duty of care and wellness	<ul style="list-style-type: none"> ● Develop and maintain a conducive employee relations and wellness environment through providing the organisation as a whole with guidance on labour laws and practices, staff welfare, discipline and grievances issues as well as involvement in maintaining positive relationships with the staff forum. 	20%

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	<ul style="list-style-type: none"> Responsible for developing and ensuring consistent application of employee relations policies and procedures as well as monitoring of staff motivation levels with a view of promoting employee satisfaction and engagement. Work with Head of People and Culture and Global HR to develop and implement wellness initiatives and programmes to proactively promote and ensure duty of care is provided to all staff Partner with Security and Integrity offices to ensure staff are provided with necessary support to manage security crisis, conflict, work related stress etc. 	
Policies and legislation	<ul style="list-style-type: none"> Keep abreast with changes in legislation in the region GPAf operates. Advise managers and employees on relevant labor law and Ensure compliance with relevant labor laws Ensure changes are reflected in internal policies and procedures. Ensure new policies and procedures are updated on the Greenet 	10%
People & Culture and other organizations Projects	<ul style="list-style-type: none"> Participate and support of P & C projects related to strategy implementation Participate in conducting necessary HR Audits and accountability reporting, HR benchmarking processes, and legal statutory reporting. Any other HR assignment as may be required to offer full HR support 	10%

Critical Working Relationships

Internal

Audience	Reason for Contact
GPI Global HR , Global L & D	Global initiatives, peer learning
Integrity Office	Employee relations management
Security Office	Employee safety and wellbeing

External

Audience	Reason for Contact
INGO HR networks	Keeping abreast, best practices
Benefit providers	Outsourcing of staff benefits
Labour Lawyers	Legal consultations on Employee relation issues

Required Qualifications & Experience

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Preferred Qualifications	<p>Bachelor’s degree in Human Resources, Organisational Development, Industrial Psychology</p> <p>5 years of experience in human resources management with extensive experience working across the full HR Value Chain</p>
Preferred Experience	<ul style="list-style-type: none"> ● Minimum 10 years of experience in the field in managing HR functions and full employee cycle ● Solid experience in all HR activities and transactions. · ● knowledge of HR policies and procedures and HR systems. · ● In-depth knowledge of labour law and HR best practices ● Excellent written and Communication skills – both written and verbal. And good presentation skills ● Embrace and commitment to justice, equity, diversity, inclusion Safety (JEDIS). Ensure that organisation processes and policies embrace JEDIS principles ● Excellent interpersonal and listening skills and ability to collaborate and form effective partnerships, demonstrating tact, diplomacy and sensitivity to culturally diverse environments.

Required Skills & Behaviours	
Skills	Behaviors
Excellent communication skills	Ability to work independently
Strong analytical skills	Approachable
Strong leadership skills	High level of integrity
Ability to multitask and execute requests on time	Upholds confidentiality

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