

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION  
AFRICA REGION (IPPFAR)  
JOB DESCRIPTION**

<b>Job Title:</b>		<b>Department:</b>		
<b>Administration and Human Resources Manager</b>		<b>Regional Director Office</b>		
<b>Location:</b>	<b>Responsible to:</b>	<b>Rank</b>	<b>Date:</b>	
<b>Flexible</b>	<b>Regional Director</b>	<b>B1</b>	<b>October 2021</b>	

**1. JOB PURPOSE**

The Administration and Human Resources Manager is primarily responsible for developing and implementing human resources strategies, lead cultural change, support ethics and compliance to the rules and procedures of Africa Regional Office (ARO). The postholder will also lead the administration of the office as well at its day-to-day operations.

**KEY TASKS.**

**PERSON SPECIFICATION**

Under the general supervision of the Regional Director the incumbent is responsible for the following duties:

1. Manages the ARO Human resources and administration portfolio: planning, budgeting, organisational structure and staffing; works in close collaboration with other IPPF offices to develop the staffing strategies and budgets aligned with the overall IPPF strategies
2. Manages recruitment and the life cycle of employees: orientation, probation, performance appraisal, retirement, training, resignation, dismissal, grievances, health and safety, security, exit interviews)
3. Ensure alignment of IPPF HR policies with national laws of the countries where ARO has an office and with IPPF global policies, rules and procedures, reviews manuals accordingly
4. Develops coherent human resources including recruitment plans, career development plans, training programs and cultural change initiatives, ensures diversity in the office workforce
5. Assess the ARO workforce per function, skills, level, category, occupational group, gender and geography; identify capacity and human resources gaps and recommend actions
6. Review and advise the SMT that the HR policies, procedures and systems are aligned with the national laws and IPPF policies and strategic direction of the organisation; ensures their continued relevance
7. Leads contractual relationship and benefits management: medical insurance, pension Provides payroll, work permits, staff relocation
8. Works closely with the Staff Association, addresses and mitigates staff grievances with a view of finding amicable solutions.
9. Manages safeguarding, workplace issues and training issues in close collaboration with the Head of Operations and the Strategy Organizational Development department.
10. Develops and lead the implementation of ARO's security, continuity and contingency plans

11. Serves as secretary of SMT meetings and is responsible preparing and circulated their minutes
12. Represents the Africa Regional on advisory bodies and as requested by the regional director

## **COMPETENCIES**

**PROFESSIONALISM:** Knowledge of all aspects of human resources management with proven analytical skills; Demonstrated use of initiative and ability to interpret the Organization's HR policies, procedures and practices and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

**LEADERSHIP:** Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**CLIENT ORIENTATION:** Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

**JUDGEMENT/ DECISION-MAKING:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impacts of decisions prior to making them; Takes decisions with an eye to the impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

## **EDUCATION**

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

## **WORK EXPERIENCE**

- A Minimum of 10 years' experience in Human Resources and administration management, preferably in a large and complex international humanitarian and/or development organisation
- Experience in providing strategic human resources guidance to senior management is required
- Experience in organizational development and change management
- Experience in using people's management software is desirable.

## **LANGUAGESs**

English and French are the working languages of IPPF ARO. For this position, fluency in English and French (both spoken and written) are required. Knowledge of Portuguese is an advantage.

## **ASSESSMENT**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## **6) Other requirements**

Subscribe to IPPF's Policies, Mission, Vision, and values and IPPFAR's procedures, rules and regulations

Ability to maintain a high level of confidentiality

Good IT skills.

Experience in working in a multicultural environment

Willing to work outside standard office hours as required

Willing to travel internationally – about 30 days a year.