

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

JOB TITLE		DEPARTMENT	
<b>Human Resources Coordinator 3 months</b>		Regional Director's Office	
LOCATION	REPORTING	DATE	GRADE
Nairobi, Kenya	Human Resources and Administration Manager	July 2022	D

### **1. BACKGROUND**

The International Planned Parenthood Federation (IPPF) is a global sexual and reproductive health (SRH) service provider and one of the leading advocates for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of national organizations, referred to as Member Associations, working with and for communities and individuals. The IPPF Secretariat comprises of a London Office and six Regional Offices.

Headquartered in Nairobi, Kenya, the overarching goal of IPPF Africa Region (IPPFAR) is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, among others, to expand political and financial commitments to SRHR in Africa. IPPF ARO tackles the continent's growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 40 countries. For more information, please read our 2022 profile (in English and French) [here](#).

[IPPFAR](#) is looking for an efficient Human Resources (HR) Coordinator to undertake a variety of HR administrative duties. The selected candidate will facilitate daily HR functions, like keeping track of employees' records and supporting interview processes. His/her role will also involve performing tasks with a focus to grow IPPFAR's [talent pipeline](#) and improve the organization's sourcing tactics.

The ideal candidate will have a broad knowledge of Human Resources as well as general administrative responsibilities. He/She will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations. To succeed in this role, he/she should be familiar using HR software and tools. Ultimately, he/she should be able to contribute to the attainment of specific goals and results of the HR department and the organization.

### **2. JOB PURPOSE**

This position is located in the HR Management Unit of IPPFARO Regional Director's Office. The Human Resources Advisor will report to the Administration and Human Resources Manager.

## **KEY TASKS.**

### **PERSON SPECIFICATION**

Within delegated authority, the incumbent of the post will be responsible for the following duties:

1. Partners with leadership to align HR strategy to business strategy. Contributes to the implementation of the organizational plan and supports the implementation of and adaptation to new or changing structures, cultural change, or processes for an organization.
2. Supports the implementation talent management, leadership effectiveness, diversity and inclusion
3. Provides day-to-day support to leadership on a variety of actions including employee relations issues, policy interpretation and application; talent management and development; and organizational design consultation.
4. Supports annual HR cycle deliverables including recruitment, performance management; merit awards; benefits enrollment; etc.
5. Assists leadership in executing performance management procedures, e.g. communicating performance expectations and goals, monitoring performance, conducting performance evaluations, providing ongoing performance feedback, creating developmental plans, and correcting performance problems.
6. Actively participates in recruitment strategy to ensure robust candidate pipeline. Grows and conserves network of contacts to help identify and source qualified candidates. Leverages on-line recruiting resources; employee referrals; network referrals; etc. to identify and recruit “best in class” talent.
7. Implementation of HRIS system and the ability to use the HRIS for the purpose of evaluating, interpreting, and organizing data related to human resources.
8. Knowledge of and ability to interpret, communicate and update Human Resources policies, procedures, and practices.
9. Knowledge of Employee Relations and ability to deal with a wide variety of employee needs and concerns, such as employee communications, benefits, policies and procedures, morale, conflict and grievance resolution, etc.

#### **Other duties**

10. Oversee the execution of key administrative HR processes (e.g., staff contracts, holidays, general work permit issues payroll, benefits, relocation management, terminations etc.) to ensure effectiveness and accuracy in implementation and execution

11. Ensure maintenance of leave management system and ensure that leave records are up to date and well documented
12. Oversee the compilation of HR data on staff recruitment and selection, contractual conditions, entitlements, performance, and training requirements, to support analysis and reporting needs.
13. Liaise with other internal offices on HR related matters, i.e. payroll, contracts, etc. and provide necessary information in order to enable timely HR services.
14. Oversee maintenance of confidential personnel records, HR databases and archives, to ensure data and files are accurately stored and updated in compliance with the established standards.
15. Use HR systems for entering and updating a variety of HR data including assistance in monitoring various deadlines (e.g. contract expiration, etc.), ensuring compliance with the established deadlines and accuracy of HR data.

## **1) Competencies**

**PROFESSIONALISM:** Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in 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.

**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.

**PLANNING& ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; 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.

**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.

## **2) Education**

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

## **3) Work Experience**

- A minimum of 5 - 7 years of progressively responsible experience in human resources management, administration or related area is required.
- Experience using human resources information systems is required.
- Experience in recruitment and staff selection is required.
- Experience using organizational ERP Systems or similar systems, to conduct Human Resources transactions, including managing staffing tables, is required.
- At least three years' experience in human resources policies, regulations and rules is required.
- Experience with post classification is desirable.

## **4) Languages**

English and French are the working languages of the ARO. For this post fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of Portuguese is an advantage.

## **5) Assessment**

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

## **6) Other requirements**

Experience in working in a multicultural environment.  
Willing to work outside standard office hours as required.

***'IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors, and partners to share this commitment''.***

**Deadline for application: 2 September 2022**