

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

JOB TITLE		DEPARTMENT	
Human Resources Assistant - Young Professional Programme (3 months)		Regional Director's Office	
LOCATION	REPORTING	DATE	GRADE
Nairobi, Kenya	Human Resources and Administration Manager	October 2022	YPP

**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](#).

**2. JOB PURPOSE**

This position is located in the HR Management Unit part of the IPPFARO Regional Director's Office. The Human Resources Assistant will report to the Administration and Human Resources Manager and will have to perform various administrative tasks and support the HR unit's daily activities.

The HR Assistant responsibilities includes amongst others updating the employee's records, assisting in collecting new hires information, screening of applications and scheduling interviews.

The postholder will be part of IPPF Youth Professionals Program (YPP). With the YPP, IPPF ARO seeks to provide professional development and growth opportunities to young people aged between 24 and 32 years, and who are nationals from an African country or afro descendants, to start a professional career within the field of Sexual and Reproductive Health and Rights (SRHR) and in other functional areas relevant to IPPF.

## **KEY TASKS.**

1. Support the recruitment of staff and consultants: prepare/review the JDs or ToRs, disseminate Job vacancy announcements, schedule and confirm interviews with candidates/panel members and coordinates with logistic.
2. Prepare relevant documentation for hiring newly recruited employee, follows up with onboarding process and orientation arrangements.
3. Contribute to update IPPF ARO staff data system including, employees' information, - contact details and employment forms. Organize and maintain employee's records.
4. Coordinate with HR Management unit for timely respond to HR related queries, check and follow up on the staff leave request, and review individual cases and make recommendations to the HR and Admin Manager for action.
5. Draft routine correspondence for HR related matters and assist in the preparation of administrative reports, note for file, etc.
6. Assists the HR and Admin Manager in reviewing the HR procedures and policies
7. Performs any other related duties as required by the hierarchy.

## **PERSON SPECIFICATION**

### **1) Education & Qualifications**

- The postholder must be a national of an African country and between 24 and 32 years old at the date of application.
- A Bachelor's Degree in Human Resources, Business Management and/or Public administration, social science, political science, psychology or other relevant field. A Master's Degree is desirable.
- A minimum of one year of work experience relevant to the job description is essential.
- 1-2 years of proven activism in SRHR areas is desirable.
- Fluency in Microsoft Office is essential.
- Fluency in English is essential, and knowledge of French is an advantage.

### **2) Proven Ability**

- Demonstrated commitment and passion for SRHR.
- Experience of studying or working outside of the home country is an advantage.
- Willingness to work in multicultural environments and ability to successfully interact with individuals of different cultural backgrounds and beliefs.
- Willing to work outside standard office hours as required

### **3) Skills**

- Experience using human resources information systems is required.
- Familiarity with organizational ERP Systems or similar systems, to conduct Human Resources transactions, including managing staffing tables, is an advantage.
- Excellent organizational and time-management skills to meet tight deadlines.
- Good understanding of full cycle recruiting and basic knowledge of labor legislation.
- Discretion in handling confidential information.

### **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.

***'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: 5 October 2022**