



JOB PROFILE

Job Title:	Human Resources & Administration Manager
Function:	Administration
Duty Station:	Erbil, Iraq
Line Manager:	Head of Mission
Line Management Responsibility:	Human Resources Officer, Administration Assistant

JOB PURPOSE:

The HR/Admin Manager will be expected to lead on HR planning, HR strategy and support the coordination of recruitment, as well as develop robust systems, policy and practice on people management and surge capacity for the rapid response in Iraq. The post-holder will be expected to mentor and/or capacity building existing country HR staff.

KEY OBJECTIVES/RESPONSIBILITIES:

A. Commitment to NP Principles

- Demonstrate a commitment to NP's mandate, principles and Code of Conduct.
- Facilitate a full-time approach to ensuring a positive image of the organization

B. Emergency Staffing and Deployment:

- Work closely with the programme and operations departments to ensure that adequate staffing is provided and incorporated during development and implementation of all projects/programs
- Ensure that all NP Iraq HR requirements related to staffing rapid response interventions are observed according to best practice standards and also to comply with local laws. This includes the facilitation of the deployment of all rapid response staff: Global Roster assignees; Member secondees; short and long -term direct hires; regional and country deployed staff; consultants; visitors etc...

C. Human Resources Management:

- Together with the Head of Finance, Human Resources and Administration and relevant managers, develop and maintain appropriate job descriptions that reflect NP's mandate ensuring they are evaluated according to NP Job Evaluation Guidelines
- Ensure hiring practices are fair, equitable and consistent and comply with local regulations, and NP Recruitment Principles
- Prepare contracts (terms and conditions of employment) and issue all employment and consultancy contracts in compliance with Iraqi and/or KRG labour laws, NP policies and any relevant Member/donor guidelines
- Maintain updated information on staff salaries, allowances and income-tax calculations and ensuring compliance with current laws and regulations in close collaboration with Finance Manager and other relevant parties
- Ensure appropriate personnel files and HR documents (hard and soft copy) are maintained at all times
- Ensure all staff members are inducted on NP Global policies and procedures as well as on Iraq Country Programme policies and procedures, including Performance Management processes and practices.
- Facilitate and ensure that performance reviews and the annual appraisal process are conducted regularly by supervisors; ensuring training and advice is available to all managers
- Ensure departing staff do exit interview to gain feedback and insights into employee perceptions and experience of NP
- Prepare monthly reports and ensure that all staff provide timesheets on a monthly basis
- Ensure that all HR/Admin staff understand and are able to perform their roles in an emergency

- Lead on the recruitment of new staff for national and international staff roles
- Coordinate the deployments of surge staff with NP members, other Country Offices etc
- Ensure deployment and arrival trackers are kept up to date and are used effectively and timely for the coordination of staff induction
- Work with Security and Operations to ensure staff visas, residence permits and accommodation
- Coordinate with Head of Security and Operations to ensure staff are trained/ briefed/ inducted on all safety and security policies and procedures both before and after joining NP Iraq
- Provide operational HR support with local recruitment, induction, discipline and grievance issues in all NP offices as required
- Submit International staff payroll to HQ office with accurate information on or before the deadline set every month

D. Employee Relations and Development

- Frequently travel to field offices to provide hands-on practical support to Team Leaders and staff and to build and develop the capacity of the Country office and Field offices teams to help them develop and use effective performance management frameworks and human resource development plans
- Oversee and enforce mechanisms, protocols and practices that are in place to ensure that staff and NP partners are aware of and adhere to NP Child Safeguarding Policies
- Work closely with the Head of Finance, Human Resources and Administration and other relevant managers to manage and coordinate all disciplinary and grievance proceedings, and recommend appropriate action to resolve disputes
- Provide input for program planning and assessments for capacity building of partners, including partners' HR planning as well as establishing policies, procedures and protocols for the same

E. Administration and facilities management:

- Liaise with relevant government authorities and HR/ Admin staff in each location to obtain timely visas / residency permits for international staff
- Periodically review and update all basic contract-related documents (appointment letters, contracts) and lease agreements
- Ensure adequate insurance cover for staff is in place and kept up to date

F. Other

- Perform any other work duties assigned by the Team Leader
- Be available to work in any field site as needed by the organization.

QUALIFICATIONS AND COMPETENCIES:

A. Education, Knowledge and Experience

- Degree with specialization in human resources management/ certification in human resources management (SPHR, CHRP, CHRM), or equivalent relevant experience
- 6-8 years of overall experience in NGOs and 3-4 at management level experience within a complex country programme preferably in emergency setting
- Experience of working in remote field bases with limited infrastructure and amenities
- Proven operational HR track-record – experience of providing a senior generalist HR service to managers across a full range of HR issues
- Excellent skills in handling and advising on complex people management issues
- Experience of and well-developed skills in recruitment and selection
- Good attention to detail
- Understanding staff care for humanitarian staff, in particular approaches to welfare, stress, R&R and debriefing
- Good facilitation skills and ability to deliver induction briefing/training

- Strong communication (written and spoken), and interpersonal skills in English,
- Experience in working with and managing multicultural teams
- skills, with experience in managing multicultural teams.
- Knowledge of NP systems and procedures is desired

B. Skills

Independent Judgment/Analytical:

- Ability to set priorities, solve problems and analyse data
- Ability to manage information with discretion
- Demonstrable conflict analysis skills, identify entry points and design prevention and protection strategies

Interpersonal:

- Ability to communicate effectively with individuals and motivate and provide leadership to team and to work and live in a multi-cultural environment
- Solutions focused, creative problem solver
- Proven ability to build relationships with the full range of actors including government, chiefs, military, police and non state actors

Language:

- Ability to interact confidently in Arabic, English and Kurdish with colleagues and external contacts, to write documents and reports, and to present effectively relevant information

Information Technology:

- Good skills in Microsoft Office applications.

C. Other Specialized Requirements

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Works within the coordination structure to ensure that clear lines of accountability for decision making and reporting are established and followed.

Ambition:

- Sets ambitious and challenging goals for themselves and the working group, takes responsibility for their own personal development.

Collaboration:

- Approachable, good listener, easy to talk to.
- Builds and maintains effective relationships with colleagues, Members and external partners and supporters.
- Values diversity and different people's perspectives, able to work cross-culturally.

Creativity:

- Develops and encourages new and innovative solutions.
- Cuts away bureaucracy and encourages an entrepreneurial approach.

Integrity:

- Honest, encourages openness and transparency, builds trust and confidence.
- Displays consistent excellent judgement.

How to apply:

- Qualified candidates meeting the above requirements are requested to send an application comprising a detailed CV (max. 2 pages) and cover letter (max. 1 page) to recruitNPME@nonviolentpeaceforce.org
- Please state in the subject line of the email: **“Human Resources & Administration Manager”**
- This position is open to qualified national or international candidates
- The closing date for applications is **Thursday, 26 November 2020**
- Interviews will be on a rolling basis and a candidate may be selected before the closing date
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment before participating in an interview.

Special Notice:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.