



## JOB OPPORTUNITY- HUMAN RESOURCE OFFICER

### Background

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization engaged in humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, WASH, marketing, and food safety, VSFG works towards food security and strengthened livelihoods of pastoralist communities. VSF Germany registered and licensed in Ethiopia by Authority for Civil Society Organization since March 2010 as foreign organization re-registered since May 23, 2019 with License no 1662. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Somalia and Uganda.

VSF Germany Ethiopia Country Office seeks to recruit qualified and well experienced staffs for the project entitled “Drought Emergency Response in Borana, Afar, South OMO and Somali Region (DER-BOASS)” funded by American People through United States Agency for International Development (USAID), Bureau of Humanitarian Assistant (BHA). The positions to be filled are as follows and in each position female are highly encouraged to apply.

### Human Resource Officer

**Job title:** Human Resource Officer

**Line Manager:** Country Director

**Place of work:** Addis Ababa with frequent travel to field offices in the regions

**Donor:** USAID-BHA

**Monthly salary:** As per VSF Germany salary scale

**No. Of positions:** One (1)

**Length of Contract:** One year with possible extension

### Job Summary:

The purpose of Human Resource Officer (HRO) position is to provide Ethiopia Country Program with Human Resource and Administration support, through close working relationship with respective field offices and departments in the program. The HRO helps with the implementation of services, policies, and HR programs. This role reports directly to the Country Director with a dotted Technical support line to the Regional Human Resource Officer, Nairobi.

### Key Areas of responsibility:

#### 1. Human Resources related

##### 1.1. Policy Development and Compliance:

- Champion the adherence of staff to the organization code of conduct.
- In liaison with the Country Director, project managers, support the structuring and coordination of the HR function at the respective country operations.

- Provide advice to staff that is related to interpretation of staff rules and organization policies and procedures.
- Advice on any new Government employment law reforms
- Support of policy and procedures review to keep in line with Country labour laws.
- Ensure that VSFG complies with statutory requirements and provide appropriate advice on changes /alterations to be made.
- Liaise and network with relevant stakeholders in matters regarding Human Resource by participating in working groups, government led fora, information exchange forums etc.

#### **1.2. Personnel Recruitment and Administration: -**

- Ensure procedures in staff requisition is adhered to by supporting in ERF approvals, TOR development, and job advert circulations in country and with RON support regionally.
- Sort and review resumes as they arrive on a daily basis. Provides the first review of resumes. These should be filed in a logical manner.
- Schedule interviews, written exams, and other assessment procedures in conjunction with the RHRO.
- Implement and also support the induction of new staff both in Addis and field offices.
- Prepare and consolidate the paperwork required for new hires and develop the personnel file.
- Work with the Regional Office to prepare contracts of employment for nationally recruited staff.
- Ensure that all staff contracts have accompanying job descriptions. These should be maintained in physical staff files as well as in scanned soft copy.
- Coordinate and ensure that the annual performance plan prepared by each staff, reviewed and agreed with line manager and evaluated/appraised at the end of the year and result compiled.
- Support the Project Managers in preparing timely notices to staff for ending projects.
- Maintain updated file (physical and scan) of timesheets for all staff in Ethiopia.
- All personnel data is confidential and should be kept in a password protected staff database and/or under lock and key.

#### **1.3 Benefits and Compensation: -**

- Prepare and submit monthly payroll advise
- Coordinate and ensure that all staff's insurance is covered and follow up and facilitate staff medical/life insurance claims timely
- Leave management in Addis Ababa and facilitate the same in the field offices through the FAOs
- Provide advice, support and ensure relevant procedure for staff & consultants on allowances, leave, medicals and other entitlements.
- Monitor the utilization of benefits e.g. medical and General insurances
- Process enrolments, changes, and terminations of participants in all benefit plans (medical, GLA, etc)
- Support and facilitate staff as far as medical and life insurance benefit is concerned.
- Facilitate in-house sessions to enhance awareness in medical benefits and insurance claims

#### **1.4. Employee Relations:**

- Manage the diversity within teams by providing support on team cohesion.
- Propose team building, planning and information exchange forums for country teams.
- In consultation with the Management of VSF G Ethiopia, formulate a VSF G Ethiopia staff welfare committee.
- Implement VSF G Ethiopia staff welfare
- Coordinate all staff welfare matters for Country office and the field offices through the FAOs.

- Provide guidance on conflict and disciplinary matters, while ensuring smooth transition in changing situation for staff.
- Ensure that all staff comply with country statutory requirements.
- Ensure timely setting of objectives and provide relevant feedback on team performance via line managers.
- Assume the emissary role in promoting the departmental mission in human resource management

#### **1.5. Staff Wellness**

- As much as possible create awareness to staff concerning preventative health methods.
- Support safety in the workplace awareness sessions and implementation of wellness talks

### **2. Administration related**

#### **2.1. Contract Management**

- Support the requisition of staffs and consultants ensuring adherence to all procedures (duly filled and approved ERF with accompanying TOR)
- Support the evaluation of consultancy applicants subsequent contracting.
- File (in hard copy and scanned soft copy) consultancy contracts and maintain a schedule to follow them up to ensure deliverables are met before payment.
- Maintain a database of consultancies signed, ongoing and closed in any month.
- Maintain a file (physical and scanned copy) of all leases and service contracts (internet, security, IT etc) in Ethiopia, as well as a schedule detailing validity dates and payment timings.
- Alert responsible offices of any contracts coming to an end two month in advance.
- Support renewal of the VSF Germany registration in Ethiopia and annual organizational performance reporting

#### **2.2. Office Management**

- Ensure the office and compound is clean and organized at all times by supervising the work of the office cleaner and caretaker
- Delegate work to the subordinate staff and ensure tasks are supervised.
- Participate and advise on the status and improvements needed;
- In Addis Ababa, be directly responsible for the Guest and Office;
- Ensure that Addis Ababa as well as field offices are staff friendly environment specifically paying attention to the needs of women and persons living with disabilities.

### **3. Other duties**

- Monthly staff payroll preparation and allocation to projects
- Handling monthly timesheets based on the staff monthly staff time and allocation of the same to appropriate projects
- Follow up and implement staff needs, new staff's induction, pension, staff identification card, etc.
- Follow up on and create awareness and literacy on staff's code of conduct such as PSEA, GBV, etc
- Perform a proper vetting processes are followed including reference, background, criminal and anti-terrorist checking before offer is given out.

#### **Job Requirement:**

- Minimum Qualification required a bachelor degree in Human Resource Management, Personnel Management, Business Administration, sociology, Economics, Psychology, Organizational Development, Business Management, or in any other related field.

- A minimum of 5 years post qualification experiences in human resource and administration management in Ethiopia
- At least 3 years of NGO experiences in human resource management preferably working in International NGOs in Ethiopia
- Have proven experiences in the management of human resource and other administration related specifically for project funded by USAID/BHA
- Ability to function as a technical expert and an effective business partner
- Understanding of Ethiopia Statutory laws
- Good listening, understanding and communication skills in English and other local languages
- Demonstrated experiences in facilitating staff training and capacity building.
- Experience in use of electronic HR systems and high-level computer skills especially in databases and spreadsheets.
- Willingness to travel and work in field offices

### **How to apply**

Interested and qualified candidate meeting the minimum requirements should submit their application comprising of the following documents through the link <https://forms.gle/BV69kVmVxqc9ZrFV7> for **HR Officer** within 10 working days of post advert, on or before **March 1<sup>st</sup> 2024**.

1. Updated CV not more than 3 pages
2. Cover letter for application only One (1) page
3. One-page summary table of educational background, work experience, skill, competence and current or last salary.

**FOR BOTH POSITIONS DON'T SUBMIT** copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position and location in your email or on the cover of envelop and or application letter.

**Due to the urgency of some position we shall conduct assessments on an ongoing basis as applications are received.**

### **Disclaimer:**

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.