

## HEAD OF HUMAN RESOURCES – PHARO VENTURES

### COMPANY OVERVIEW:

Pharo Ventures is the commercial, for-profit arm of The Pharo Foundation and has been set up to harness the power of a vibrant private sector by investing in Ventures across a variety of sectors within the Eastern Africa region. The objective is to build and grow, commercially and environmentally sustainable businesses, with a focus on maximising creation of economic value and jobs, for local communities.

We have a vision of an economically vibrant and inclusive Africa. Matching that vision is our ambition to create a portfolio of sustainable business ventures that by the end of 2025, will deliver more than five thousand direct jobs across the region. We believe we can achieve our vision and ambitions by investing in the human and physical capital of Africa. For each target country in the region, Pharo Ventures will innovatively build a portfolio of businesses that will be financially sustainable, create value for the local communities and environmentally responsible.

Headquartered in London, the organization has an operational HQ in Kenya (Nairobi) and offices in Ethiopia (Addis Ababa and Assosa) and Somaliland (Hargeisa). Pharo Ventures is also in the process of establishing an office in Kigali (Rwanda).

### POSITION SUMMARY:

The Head of Human Resources is a senior leadership role based in Nairobi, Kenya and supporting the strategic and operational human resource objectives of the core ventures team and portfolio businesses across Eastern Africa. The role reports to the CEO of Social Ventures based in Nairobi.

Tasked with leading and overseeing the required strategic and operational human resources support towards the conceptualisation, development and operation of businesses in the region, the incumbent will be responsible for ensuring that Pharo Ventures achieves its objectives related to recruiting, developing, retaining and growing its human capital base.

We are looking for someone who is passionate about bringing impactful change using his or her HR experience. They should have a 'hands on' approach to working in a multicultural international organization with both social and financial objectives for its business portfolio. The role holder will be truly inspired by the opportunity to build HR strategy and processes from the ground up and is motivated to lead and build an excellent HR function.

The role is ideal for a seasoned and knowledgeable HR professional with experience providing HR support to teams building new business ventures and setting up enterprises across different sectors. He / She will be a strong team leader and an excellent relationship manager, both internally and externally, with various stakeholders.

This is a wonderful opportunity for a genuinely driven, curious and passionate individual who desires to affect real change; a confident individual who takes a dynamic, innovative and forward-thinking approach to their work and who respects and understands local cultures and values and yet embraces and can work in the context of best-in-class work ethics and standards.

### FUNCTIONAL RELATIONSHIPS:

- Pharo Ventures senior regional core team based in Nairobi.
- Heads of Social Ventures in Ethiopia, Somaliland and Rwanda
- Leaders of the Social Ventures across the region
- Head of HR for Pharo Foundation
- Pharo Foundation Leadership team.

### EXTERNAL RELATIONSHIPS:

- Local authorities in Kenya, Rwanda, Ethiopia and Somaliland.
- External legal and regulatory teams.
- Suppliers, service providers and consultants.
- Government stakeholders.

### DIRECT REPORTS:

- None currently but expected to build an execution team of HR Officers / Assistants over a short period.

## KEY DUTIES AND RESPONSIBILITIES:

### General

- Support the conceptualisation and development of the overall regional HR strategy, its implementation and subsequent review, as necessary.
- In collaboration with other team leaders, drive the development and evolution of the desired Pharo Ventures culture.
- Lead the staffing and recruitment strategies and plans for the ventures teams.
- Support and drive the learning and development agenda for Pharo Ventures teams across the region.
- In collaboration with line managers, lead the development and execution of the performance management strategies.
- Oversee the talent management process, including succession planning for long-term success.
- Drive the compensation framework for Pharo Ventures, with a view to attract and retain the best talent.
- Oversee and coordinate the HR operations and processes for Pharo Ventures across the region.
- Presents periodic HR reports and analysis of the teams, including the associated risks and challenges.
- Lead the HR team and manage the internal and external relationships as required.
- Ensure that the HR strategy and support provided contributes to the achievement of social impact, financial and sustainability targets.

### Specific

#### *Strategic HR Management*

- Conceptualise and develop a HR strategy for the organization that supports the overall social venture strategy principles, objectives and targets.
- Drive HR change initiatives that will help infuse the Vision, Mission and Values of Pharo Ventures and create the culture that derives from these principles.
- Working closely with the CEO Social Ventures, the role holder will work to develop and implement an employee centred approach that will enable the Foundation to attract, retain and create a strong - brand that will position the Foundation as an employer of choice in Kenya.
- Execute employee engagement strategies to ensure employees are passionate, invested and motivated by their work and in the Foundation.

#### *Recruitment*

- Collaborate with line managers in the development of staffing and recruitment plans, ensuring that each team is staffed appropriately according to the need and budget availability, in an efficient and timely manner.
- Work closely with the CEO Social Ventures to develop a competitive recruitment strategy to attract and retain the best talent, both local and in the diaspora in Kenya; the strategy incorporating diversity in all new hires.
- Create a recruitment dashboard that demonstrates how Pharo Ventures is performing against its hiring goals and ensure that the leadership team is regularly informed about department recruitment plans.

#### *Learning and Development*

- Identify the training and development needs of employees and ensure processes are in place to support and encourage appropriate personal and professional development of staff within the context of the objectives of the organization.
- Collaborate with line managers in establishing the skill gaps within the relevant departments and ventures. Facilitate training needs analysis and execution of mitigation initiatives.
- Oversee the delivery of training programs with other colleagues across Pharo Ventures, ensuring that training records are documented appropriately and stored.

#### *Performance Management*

- In collaboration with line managers, review, develop and implement efficient performance management processes.
- Ensure all employees have regular performance appraisals and work with line managers to ensure that the outcome of these processes are robust and well documented as per the organisation's policies.
- Implement a performance driven culture that rewards exceptional performance.
- In collaboration with the CEO Social Ventures, communicate the positive benefits of performance management to employees, as well as provide consistent, data-driven updates to management.

#### *Talent management*

- Facilitate and support the building of talent pipelines and create career development programmes, ensuring that coaching and mentorship programs are implemented across Pharo Ventures.
- Design and implement staff professional development programs, working closely with line managers to ensure that the programmes equip employees with the appropriate skills set.
- Develop retention strategies and all other aspects required to promote employee satisfaction, team harmony and ensure exceptional overall performance.

#### *Compensation Management*

- Develop and maintain a competitive market related compensation and benefits framework, developing specific programmes to attract and retain high performing talent.
- Working with the CEO Social Ventures, conduct periodic market salary reviews, analyses, and make appropriate recommendations for annual reviews.
- Develop, review and implement employee wellness programs in consultation with the leadership team.

### **KNOWLEDGE AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in Human Resources Management, Finance, Economics, Engineering, Law, Business Management or related fields is mandatory. A postgraduate HR qualification and/or membership of a professional HR association is necessary. A relevant advanced degree is strongly preferred.
- At least 8 years' relevant professional experience, of which at least 5 years at senior managerial level.
- Significant private sector experience with multinational organizations is required, with additional social venture set-up experience preferred.
- A clear demonstration of strong HR leadership in fast growing organizations is necessary, coupled with a clear understanding of HR systems and analytics.
- Deep understanding of labour laws, standards and legal requirements across East Africa.
- Must possess high levels of integrity, resilience, accountability, commitment and determination.
- Strong and charismatic HR professional with solid experience of setting up HR centres of excellence within an organisation.
- Ability and willingness to travel regularly as required within the East Africa region.

### **BEHAVIOURAL COMPETENCIES:**

- Ability to combine strategic thinking and the capacity to operationalise the strategy.
- Very structured, process oriented and a logical thinker.
- Excellent time-manager who can balance multiple priorities.
- Motivated to learn and perform and not afraid to ask questions and challenge status quo.
- Willing to challenge status quo and add value by introducing positive change.
- Good communicator and comfortable to work in a team environment.
- High professional and ethical standards.

We have retained **Priority Activator Consulting Ltd** to lead this search. Please send the information listed below, as a single PDF file, to the following email address: [jobs@priorityactivator.com](mailto:jobs@priorityactivator.com) and copy [recruitment.socialenterprises@pharoverventures.com](mailto:recruitment.socialenterprises@pharoverventures.com)

1. A detailed CV and Covering Letter,
2. A one-page list of five references with current addresses, phone numbers, and email contacts.

Please indicate **Application for Head of Human Resources** in the subject line. We will only contact short-listed candidates due to the expected high volume of applicants.