

Human Resources Assistant

Organisation Overview

The Pharo Foundation (“the Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit Pharo Ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia, Somaliland and Rwanda. The key themes for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self-sustaining businesses, which focus on job creation.

Headquartered in London, the Foundation has an operational Head Office in Nairobi, Kenya with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa) and Rwanda (Kigali) with further expansion plans in East Africa.

Position Summary

We are looking for energetic, driven and passionate Human Resources Assistant with outstanding administrative and communication skills. He/she must be reliable and should be able to follow instructions with the ability to multitask and acclimatise in a fast-paced environment.

Job Title: Human Resources Assistant
Reports to: Senior Human Resources Officer
Job Location: Hargeisa, Somaliland
Contract: Fixed term (6 months)

Functional Relationships:

- Pharo Head Office Somaliland Team.
- Pharo Schools Team.

Key Duties and Responsibilities:

- Support all internal and external HR related inquiries or requests.
- Provide administrative support for hiring processes: applicant review tracking; coordinating and facilitating the interview process; and applicant communications.
- Keep employee records up-to-date by processing employee status changes in a timely manner.
- Assist with the new employee orientation process by facilitating new hire paperwork and compiling orientation materials.
- Perform administrative support functions including preparing documents, filing, photocopying, processing departmental mail, data entry etc.
- Coordinate schedules and organise activities such as meetings, conferences and department activities.
- Prepare meeting materials and compiles agendas and meeting minutes.
- Assist with the implementation of the health and safety procedures and guidelines.
- Assist with performance management procedures.
- Produce and submit reports on general HR activity.

- Complete termination paperwork and exit interviews.
- Track the HR Plan, programs and related matters.
- Assist in providing HR policy guidance and interpretation.
- Maintain the highest level of confidentiality with all information obtained.
- Ensure accurate and proper record-keeping of employee information in electronic and digital format.
- Comply with all department and organisation policies, procedures and regulations.
- Any other duties assigned by the Senior Human Resources Officer.

Qualification Requirements:

- Bachelor's Degree in Human Resources or related field.
- Minimum 2 years of relevant experience.
- Excellent interpersonal and communication skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Knowledge of employment legislation and the Somaliland Labor Law.
- Excellent verbal and written communication skills.
- Self-starter, ability to work independently.
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyse information.
- Ability to work in a fast-paced environment, prioritize and perform under pressure as needed.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback.
- Proficiency with MS Office Suite and general computer skills

Application Procedure

This position is open to both female and male nationals from Somaliland.

Review of applications will begin as soon as they are received, and only **complete** applications will be considered. In the event that an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time.

Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

How to apply

Interested candidates, who meet the above requirements, should submit their application through email to Recruiting.SL@pharofoundation.org with subject line "**HR Assistant**".

Requirement:

1. A detailed CV and Cover letter to explain the experience you have gained that makes you believe that you are the most qualified candidate for the role (maximum 1,000 words)
2. A list of minimum three references with current email address and phone number.