

## **HR OFFICER – PHARO FOUNDATION, ASSOSA, ETHIOPIA**

### **COMPANY OVERVIEW**

The Pharo Foundation (“the Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit social 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 and Somaliland and has now established an office in Rwanda. The key strategic pillars for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation also 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 and economic value creation.

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

### **POSITION SUMMARY**

The role holder will be responsible for handling HR administrative functions such as recruitment and placements, facilitating induction sessions, interpreting HR policies, performance management, employee relations, exit management other areas as will be tasked with from time to time.

**REPORTING TO:** Program Office Manager, Assosa

**DUTY STATION:** Assosa, BGRS

### **FUNCTIONAL RELATIONSHIPS:**

The Pharo Foundation Senior Human Resources-Addis Ababa, The Farm HR Officer-Shaga, HR Manager- Homosha Boarding School.

### **EXTERNAL RELATIONSHIPS:**

Local Labour authorities in the BRGS Region and HR external service providers.

### **DUTIES AND RESPONSIBILITIES:**

- Provide HR information, check monthly payroll and ensure accuracy of basic staff data before payment is processed.
- The BGRS PO staff performance appraisal is carried out on time and checks that recommendations for salary increment, promotion, reclassification, demotion, etc. are made in accordance with established policies and procedures.

- Handles employee grievances, disciplinary issues and other HR work streams in accordance to the Foundation's HR policies and procedures.
- Handles labor and other related court cases as needed in consultation with the HRM and Legal Advisor.
- Handle Internal and/or external vacancies as required by the Programme office.
- Participate in Interviews and selection of staff.
- Organise orientation schedules for new staff in collaboration with the Addis Office.
- Facilitate staff transfers with the Program Office in consultation with the Addis Office and appropriate line managers.
- Monitors employment records and follows up with line managers regarding completion of probation periods Programme Office based staff.
- Carries out periodic institutional and individual training and development need analysis.
- Identifies suitable courses to meet the training and development needs of the staff and follow up plans to see them through.
- Handles staff benefits, such as leave, medical insurance, compensation of the BGRS Programme office based staff.
- Participate in the preparation of annual budgets for the BGRS Program Office in relation to Human Resources.
- Participate in the development and updating of policies, procedures and guidelines based on the Foundation global policies and Ethiopian labor laws.
- Follow up the proper implementation of policies and procedures.
- Ensure staff follow the proper HR work guidelines and take a leading role in informing the BGRS Programme Office of any changes in HR policies and procedure.
- Ensures that staff records kept up-to-date.
- Records and updates salaries and allowances, transfers, promotions, completion of probation period and termination of service of staff on individual personnel records and computer data bases.
- Performs other duties as assigned by immediate supervisor.

**REQUIRED QUALIFICATIONS AND SKILLS:**

- HR postgraduate qualification (minimum requirement), Bachelor's Degree in (HR, Business Administration or Social Sciences with a bias in HR is preferred) and/or membership of a professional HR association.
- Have at least 3-4 years Human Resources generalist working experience.
- Good leadership skills with the ability to manage a multiplicity of stakeholders in a matrix organization.
- Very good computer skills with ability to work using MS Office suite and HR systems.
- Excellent spoken and written English.

- A self-starter, capable of working independently and with the ability to produce high quality results under pressure.
- Ability and willingness to travel as required within Ethiopia.

### **BEHAVIOURAL COMPETENCIES:**

- Detail oriented and a flexible approach to work. High professional and ethical standards.
  - Excellent interpersonal, planning, coordinating and HR project management skills.
  - Positive outlook and outgoing personality.
  - Structured and process oriented. Excellent time-management and can balance multiple priorities.
  - Motivated to learn and perform and not afraid to ask questions.
  - Willing to challenge status quo and add value by introducing positive change.
  - Flexible and comfortable to work in a commercial Farm environment.
- Excellent and proven experience in strategic planning of human resource management

### **APPLICATION PROCEDURE**

Review of complete applications will be on a rolling basis. In the event that we identify an outstanding 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.

**Please send the information listed below, as a single PDF file, to the following email address: [recruiting.et@pharofoundation.org](mailto:recruiting.et@pharofoundation.org). Please indicate "Application for HR Officer - Assosa" in the email subject line.**

1. A detailed CV and Covering Letter,
2. A 1,000-word essay on both of these:
  - a) What experience have you gained that makes you think that you are the most qualified candidate for the role?
  - b) What major challenges do you envisage in recruiting staff and how will you resolve these using your experience?
3. A one-page list of five references with current addresses, phone numbers, and email contacts.