

**HR OFFICER – PHARO FARMS, MENGE, ETHIOPIA**

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.

As part of its development of social ventures, the Foundation has acquired 484 Ha of land in the Benishangul-Gumuz Region (“the BGRS Region”) of Ethiopia. The first phase of the development of the commercial Farm on this land is development of 100 Ha, with a view to develop over the next 2-3 years.

**POSITION SUMMARY**

The HR Officer (HRO) of Pharo Farms (“the Farm”) will be initially based in Assosa Town but will eventually be permanently based at the Farm which is approximately 60km from Assosa in the BGRS Region of Ethiopia.

The HRO will act as the single point of accountability for all Human Resources related matters at the Farm. The HRO will support the General Manager and line management in making sound Human Resources decisions in the short and long term.

The role holder will interpret, advice and counsel line management and employees on the application of Farm HR policies, procedures, and processes and assist resolve employee issues in line with Farm policies and procedures.

H/She will be deeply passionate about HR, resilient, self-motivated, highly efficient, and have generalist knowledge of various HR functions. The goal will be to provide excellent assistance and support to employees and managers.

**REPORTING TO:** General Manager – Pharo Farms, Assosa

**FUNCTIONAL RELATIONSHIPS:**

Senior HR Officer, Country Representative, Finance and Admin Manager, (Addis) and Pharo Farm Management Team, Shaga, BGRS.

**EXTERNAL RELATIONSHIPS:**

Local Labour authorities in the BRGS Region, Community leaders around the Farm, HR external service providers

**DIRECT REPORTS:**

Administration staff

**DUTY STATION:** Menge woreda is approximately 60km from Assosa in the Benishangul-Gumuz Region of Ethiopia.

**DUTIES AND RESPONSIBILITIES**

General

- Organise, direct and coordinate day -to-day HR operations such as vacancy management, onboarding, leave management, general administration, and other HR transactional work streams.
- Develop HR policies and procedures and ensure that Farm employees are made aware and comply with these policies and procedures.
- Project management and completion of HR deliverables in consultation with the General Manager and other Farm line managers.
- Provide expert HR guidance as a contributing member of the senior leadership team on the Farm.

Specific

- Expand and strengthen the Farm’s Human Resources hiring plan by recruiting and retaining the best talent possible domestically.
- Identify the training needs of Farm employees and ensure processes are in place to support and encourage appropriate personal and professional development of staff within the context of the Farm’s objectives.
- Create the Farm’s employee handbook and ensure it is in line with overall HR policies and the local employment law and regulations are updated accordingly.
- Be responsible for Farm employee’s pensions and benefits administration.
- Co-Create job descriptions and advertisements in consultation with the General Manager and hiring managers.
- Be the custodian of the health, safety and welfare policies at the Farm.
- Assist line managers to monitor staff performance and attendance.
- Counsel line managers and employees on Ethiopian employment law and the HR policies and procedures.
- Be accountable for the effective administration of approved remuneration policies, contracts and work conditions in consultation with the General Manager.
- Any other duties as and when required by the General Manager.

**REQUIRED QUALIFICATION 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.
- Knowledge of the agribusiness industry and or local/ international commercial businesses will be an added advantage.
- 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.
- Commitment to the capacity building of Farm staff based on mutual respect and a collaborative approach.
- 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.

**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 - Farm” 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 HR challenges do you envisage on a Farm 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.