

TEARFUND JOB PROFILE

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| ROLE | Human Resource Manager |
| PROGRAMME | Haiti |
| LOCATION | Port au Prince |
| DATE REVIEWED | January 2010 |

PART 1 – JOB DESCRIPTION

1. JOB OVERVIEW

The Human Resource Manager (HRM) is responsible for leading and managing the Human Resource (HR) function in a Tearfund Disaster Management Team (DMT) programme, within a specific country. The HRM is to ensure that all HR policies and procedures are communicated, implemented, monitored, reviewed and compliant with National and Local legal requirements, this will include upholding Tearfund's Christian distinctiveness. As part of the Senior Management Team (SMT) the HRM provides strategic advice and support to Line Managers to ensure Tearfund's employment practices are effective, efficient, fair, and transparent and promote equal opportunities. The HRM is to strategically plan and budget for staff development and training, pension and health insurance and the well-being of staff. As a representative of Tearfund, the HRM will be required to attend meeting with other INGO's, Governmental departments, partner and donor organisations as appropriate.

2. POSITION IN ORGANISATION

- Grade: A3
 - Reports to: the Programme Director or Deputy Programme Director
 - Direct Reports: In-country HR Team
 - Matrix Management: International HR Advisors/International Learning and Development Officer
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3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
 - The post-holder will be required to participate in the spiritual life of Tearfund in the following ways:
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflection during Group or Team prayer times.
 - To be committed to the outworking of Tearfund's Mission, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's statement of Faith and Tearfund's evangelical Christian beliefs.
 - To maintain a Christian faith through personal spiritual development and a relationship with God.
 - To provide support and spiritual guidance to staff, in line with biblical principles to demonstrate Tearfund's Christian distinctiveness and ethos.
 - The post-holder will be expected to behaviour in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
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4. KEY RESPONSIBILITIES

4.1. PROGRAMME STRATEGY

- Ensure that all Human Resource activities are compliant with National and local Legislation and within Tearfund's Quality Standards, Operating Practices and Procedures (Programme Policy Manual – PPM).
- Assist the Senior Management Team (SMT) in determining each team's composition and structure in accordance with the DMT organisational grading and pay structure.
- Establish and maintain standard Human Resource management systems that monitor; recruitment and selection, performance management, training and development and staff well-being.
- Represents all staff on SMT in discussions regarding; health and safety, current and future programme strategic objectives, budget expenditure and security.
- In countries where Tearfund needs to employ non-Christian staff, special care will need to be taken to ensure that non-Christian staff are not alienated.

4.2. PROJECT MANAGEMENT

- Support line managers; in conducting employment interviews, providing briefing and induction sessions, setting objectives, monitoring probation periods, holding regular catch-ups and 6-monthly performance appraisals. Ensure that exit interviews and debriefing are undertaken at the end of an assignment.
- Work with line managers; to assess and identify training and development needs, develop and deliver tailored training sessions, in liaison with the international Learning and Development Officer and the International Human Resource Advisor.
- Encourage good Human Resource management practices throughout the programme and assist in identifying issues that would improve Tearfund's Human Resource policies and procedures.
- Conduct regular field trips to project sites to monitor and review Human Resource policies and procedures. Provide assistance to line managers and staff, as appropriate.

4.3. CORPORATE POLICY AND COMPLIANCE

- Assist the SMT in promoting and outworking Tearfund's Mandate, Basis of Faith, Core Values and Operating Principles.
- Provide advice and guidance to ensure that programme employment procedures comply with Tearfund policy and reflect the People in Aid 'Code of Conduct'.
- Manage the contextualisation, communication, implementation, monitoring and review of all Human Resource policies and procedures, ensuring staff have access to relevant documents. If staff is illiterate, the policies and procedures must be verbally explained to them.

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- Ensure all relevant audit recommendations are communicated, implemented and adopted into current Tearfund policies and procedures.
- In consultation with the Finance Manager, establish and monitor the grading and salary structure and payment procedures for National staff.
- Ensure staff receive regular briefings/updates and training on security threats and security measures (including medical and emergency evacuation procedures) to maintain as safe and secure a working environment as possible.
- Promote and ensure compliance with local cultural customs and norms, paying particular attention to gender issues.
- Ensure compliance with and adherence to Tearfund Human Resource policies and procedures.
- Manage visa applications / immigration clearance procedures for National and International staff as required.
- Maintain an effective filing system and metrics on staff within the programme, in accordance with Tearfund standard procedures.

4.4. TEAM MANAGEMENT

- Provide spiritual leadership and pastoral support to the Human Resource team and monitor the team's well-being. Arrange regular team devotions; time for worship, prayer, teaching and biblical reflections.
- Lead and manage the Human Resource team by providing supervision, guidance and mentoring to encourage effective team work.
- Monitor team member's performance; by holding regular catch-ups, conducting 6-monthly performance appraisals, setting joint objectives, monitoring personal development plans and identifying training needs.
- When required, conduct exit interviews and manage disciplinary and grievance procedures.

4.5. EXTERNAL REPRESENTATION

- Support the Programme Director by representing Tearfund to local Governmental authorities, other INGO's, Partners and Donors, as appropriate.
- Establish and build good working relationships with other Human Resource personnel by attending regular and relevant local discussion groups and inter-agency coordination forums.
- Facilitate occasional visits to the programme sites by external and Tearfund Personnel.
- If required, and in consultation with the Regional Team Country Representative, provide advice and guidance to Tearfund partner organisations to build capacity and competency.

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PART 2 – PERSON SPECIFICATION

JOB TITLE: HUMAN RESOUCRES MANAGER

| | ESSENTIAL | DESIRABLE |
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| QUALIFICATIONS | <ul style="list-style-type: none"> • Degree and/or equivalent qualification | <ul style="list-style-type: none"> • CIPD • Business Degree |
| EXPERIENCE | <ul style="list-style-type: none"> • Proven experience in providing a comprehensive HR Service • Proven HR experience in each of the following areas: <ul style="list-style-type: none"> • People management • Relief work • Financial budgeting • Payroll administration • Strategic planning • Implementing and working in accordance with corporate structures, policies and practices | <ul style="list-style-type: none"> • Payroll set up • Health and Safety • Promoting best practice • Working experience with: <ul style="list-style-type: none"> • SPHERE Standards • People In Aid • Red Cross-Code of Conduct • HAP Quality Standards |
| SKILLS/ ABILITIES | <ul style="list-style-type: none"> • Written and spoken French • Ability to lead, participate and facilitate in team prayer and Bible studies • Leadership skills • Excellent written and verbal communication skills • Strong organisational skills • Proven consultation and negotiation skills • Analytical and Problem solving skills • Project management and Training skills • Computer literate | <ul style="list-style-type: none"> • Proven ability in communicating, implementing, monitoring, evaluating and reviewing HR systems and policies |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Committed evangelical Christian • Committed to an evangelical Christian Church • Humanitarian & Christian motivation • Emotionally & spiritually mature • Team player • Proven credibility as an Advisor • People developer and motivator • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments • Ability to remain calm under pressure • Willingness to travel and live in basic conditions • Diplomatic and determined | <ul style="list-style-type: none"> • Networking skills |

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