

INTERNATIONAL PLANNED PARENTHOOD FEDERATION AFRICA REGIONAL (IPPFAR) JOB DESCRIPTION

Position Overview	
Title	Human Resources Officer
Location	Nairobi (Kenya)
Reporting to	People Partner
Status	Full-time
Grade	C

Background

The [International Planned Parenthood Federation \(IPPF\)](#) is a global sexual and reproductive health (SRH) service provider and one of the leading advocates for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of 120 national organizations, referred to as Member Associations, working with and for communities and individuals. These member associations are the leading civil society providers of contraception in 89 of 120 countries. And in 64 of those 89 countries, IPPF is the only largescale international provider. Collectively, member associations delivered more than 1 billion cumulative SRHR services between 2016 and 2022.

Headquartered in Nairobi, Kenya, the overarching goal of [IPPF Africa Region \(IPPFAR\)](#) is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, among others, to expand political and financial commitments to SRHR in Africa. IPPFAR tackles the continent's growing SRHRJ challenges through a network of Member Associations (MAs), strategic partners and volunteers in 38 countries. For more information, please read our 2023 profile (in [English](#) and [French](#)).

1. ROLE PURPOSE

Under the direct supervision of the People Partner, the Human Resources Officer provides high-quality and consistent delivery of effective HR services (recruitment, contract, and performance management of talent) to the ARO Office, ensuring full compliance with host countries rules and regulations as well as IPPF policies and procedures.

1) Role Deliverables

- Provides advice on interpretation and application of policies, regulations, and rules.
- Administer and monitor benefits and entitlements for staff on the basis of contractual status.
- Prepares special reports and participates and/or support special human resources projects.
- Contributes to HR policy development and corporate HR initiatives by assisting to collect data on trends, risks and opportunities and sharing local HR best practices.

- Assists and supports HR initiatives for attainment of business objectives in line with 2028 strategy and global People, Organization and Culture (POC) related initiatives.
- Supports the implementation of institutional gender and diversity initiatives, providing education and advice on issues related to equity, compliance, inclusion, and diversity.
- Manages medical insurances in terms of the addition of new staff and deletion of exited staff from cover by maintaining of a tracking tool for the insurance covers.
- Supports the update of Cascade and IPMIS systems.
- Identifies upcoming vacancies in coordination with ARO departments and the RD's office.
- Prepares job openings, reviews applications under HR Assessment, and releases all eligible candidates for review.
- Supports the design and planning of staff induction and prepares new staff members.
- Maintains up-to-date records of files (Staff file, recruitment file, memos, approvals, requisitions) for all HR processes.
- Supports the requests and obtention of visas, work permits and other protocol requirements.
- Maintains HR database and prepare HR reports.
- Works in close collaboration with the office support assistant in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts.
- Provides performance management advice to staff. Assists supervisors and staff with understanding and using the performance appraisal system.
- Provide advice to supervisors on good practices, policies, and procedures in performance management, including managing of underperformance.
- Supports cultural change and organizational development initiatives.
- Assists in preparing policy papers, position papers and briefing notes.
- Keeps abreast of developments in various areas of human resources.
- Demonstrates creativity, initiative, innovation, and thinks outside the box.
- Embraces safeguarding and other internal policies.
- Performs other duties are requested by supervisor.

2. COMPETENCIES

PROFESSIONALISM: Knowledge of (related field). Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

ACCOUNTABILITY: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost, and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight, and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

CREATIVITY: Actively seek to improve services; offer new and different options to meet unit's strategy; promote and persuade others to consider new ideas; take calculated risks – think “outside the box”; take an interest in new ideas; do not be bound by traditional approaches.

3. POSTIONS REQUIREMENTS

1) Education

- Advanced university degree (bachelor's degree or equivalent) in human resources management, business or public administration, social sciences, education or related area. A first-level university degree in combination with two years qualifying experience may be accepted in lieu of the advanced university degree.
- Should be a member of a recognized human resources professional body (IHRM) and in good standing and **MUST** be a Certified Human Resource Professional (CHRP).

2) Work Experience

- A minimum of four years of progressively responsible experience in human resources management, administration or related area is required.
- Experience in recruitment and staff selection is required.
- Experience using organizational ERP Systems or similar systems, to conduct Human Resources transactions, including managing staffing tables, is required.
- A relevant experience working on human resources policies, regulations and rules is required.

3) Languages

- English and French are the working languages of the ARO. For this post fluency in English (both oral and written) is required.
- Knowledge of French and/or Portuguese is an advantage.

4) Other requirements

- Experience working in a multicultural environment.
- Willing to work outside standard office hours as required.

HOW TO APPLY

Interested individuals should submit an application form in the [IPPFARO CV](#) form and a 1-page cover letter to: hroffice@ippfaro.org with the job position you are applying for as the subject of the email by **31 March 2024**. **Please note that IPPFAR will not consider applications that are not done in the requested format.**

IPPF is an equal-opportunity employer. As a leading global human rights organization focused on equality, empowerment, ending discrimination, and poverty eradication, we internally reflect social justice principles. We, as IPPF, strongly oppose racism in all its forms and resolutely go for a cultural change that will shift the existing imbalances in power and process.

Applications are particularly encouraged from women, persons living with disability, and candidates openly living with HIV.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

IPPF has been made aware of various fraudulent vacancy announcements circulated via e-mail from websites falsely stating that they are issued by or in association with IPPF. These correspondences, which may seek to obtain money from the recipients of such correspondence are fraudulent and IPPF does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training or any other fees).