

**JOB DESCRIPTION**

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| **Job Title:** | **Human Resources Officer** | **Location:** | **Lome, Togo** |
| **Department:** | **Human Resources** | **Length of Contract:** | **1 years** |
| **Role type:** | **National** | **Grade** | **7** |
| **Travel Involved:** | **20% in country travel** | **Safeguarding level** | **4, low risk** |
| **Reporting to:** | **Country Director** | **Direct reports:** | **NA** |
| **Dotted line manager:** | **HR & Recruitment Advisor** | **Indirect reports:** | **N/A** |

**Organisational background**

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and

International organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

* disease prevention, diagnosis and treatment
* disease control and elimination
* systems strengthening
* research, monitoring and evaluation leading to best practice
* behaviour change communication
* national and international advocacy and policy development

**Country and project background**

To prevent malaria in those most vulnerable to the disease’s effects in areas where malaria transmission is seasonal, the World Health Organization (WHO) recommends seasonal malaria chemoprevention (SMC). SMC is the intermittent administration of monthly courses of sulfadoxine-pyrimethamine (SP) and amodiaquine (AQ), or SPAQ, to children between 3 and 59 months during

months of high transmission. Malaria Consortium has been a leading implementer of SMC since the WHO issued its recommendation to scale up the intervention in 2012. Currently, Malaria Consortium supports at-scale implementation of SMC in Togo, Chad, Nigeria, and Togo, mainly using philanthropic funding received because of being awarded Top Charity status by GiveWell. In Togo, Malaria Consortium started supporting the National Malaria Control Programme (NMCP) in 2020. We aim to work with government and partners to ensure high-quality delivery of SMC to over 600,000 children in Centrale, Kara, Plateaux and Savanes regions.

For the 2024 SMC campaign, the Malaria Consortium will support 5 cycles in 4 regions and 23 districts: Malaria Consortium's main area of intervention is the Savanes region, with support for certain SMC activities in the other regions where the SMC is implemented.

To assess our performance and to support decision-making, we routinely track the quality of programme delivery, coverage, efficacy, safety, drug resistance, impact, and cost. Specifically, this involves collecting and analysing administrative data, conducting household surveys, and scrutinising stock consumption data. In addition, Malaria Consortium conducts research on selected SMC-related topics to maximise efficiency, drive innovation and demonstrate impact.

**Job purpose**

The Human Resources Officer will provide HR function support to the Togo programme. The post holder will be responsible for recruitment and administrative aspects within the Togo country programme, including sourcing, induction, learning and development, performance management, separation and the administration of personnel records. The job holder will also ensure that all Malaria Consortium HR policies and procedures are effectively and consistently applied and implemented, and that they are in line with the Togo employment law.

**Scope of work**

This position will work closely with the Country team in providing the Togo office with Human Resources support. This role provides a link between the Togo office and the HR and Recruitment Advisor based in the UK to ensure a consistent approach and high-quality HR standards.

**Key working relationships**

The post holder will report to the Country Director. Within this position, the key internal working relationships are with the Country Finance Manager. The post holder will receive technical support from the regional HR & Recruitment Advisor and have a dotted line reporting to the HR & Recruitment Advisor based in London. External working relationships will include contact with the relevant service providers, local labour office, the relevant government departments and other non-government organisations as and when necessary. The position holder will also ivnteract with the global HR team.

**Key accountabilities**

**Recruitment and Induction Coordination (50%)**

* Collaborate with hiring managers to ensure job descriptions are complete and accurate
* Advertise vacancies through on-line platforms and via other agencies.
* Ensure that the applicant tracking system is kept up-to-date and that all candidates receive timely communication.
* Coordination of interviews set up with candidates and interview panel.
* Accurately draft contracts, amendments to contracts and all other staff letters for all national employees for final review and signing off by the Country Director.
* Collect and save recruitment data like job descriptions, interview grids, and tests on SharePoint.
* Organize induction for new staff based in Togo following the standard agendas, to be carried out by the relevant line manager.
* Requests new employee references, evidence of qualifications and relevant security checks including safeguarding, for final approval by the Country Director.
* Track completion of e-induction in of compliance training via the Learning Management System

**HR Administration (30%)**

* Create and maintain up to date hard and electronic personnel records for Togo-based employees ensuring accurate information is saved on SharePoint and in the HR Information System (Cascade)
* Ensure accurate information is updated in the Cascade system on staff start/end dates, leavers, joiners, leave status and recruitment timelines.
* Ensure all staff have copies of the employee handbook and sign the acknowledgement form.
* Prepares the monthly payroll instructions for review by the HR and Recruitment Advisor
* Monitor annual leave and other absences at country level
* Ensure that staff leaving the organization respect the leavers policy and procedures
* Collate information for HR reports including KPIs.
* Support the HR and Recruitment Advisor in liaising within Country Legal expert on different Employee Relations or other legal HR related issues
* Support the HR and Recruitment Advisor in collecting information for HR policies and other HR related projects.
* Ensure compliance, understanding and application of local employment law.

**Performance Management and Development (20%)**

* Working closely with the Country Director, monitor that probationary period objectives and end of probation appraisals are carried out in a timely manner.
* Working closely with the Country Director, monitor and collate performance reviews for Togo staff.
* Collate staff learning & development needs and maintain the L&D tracker updated through the year.
* Ensure L&D activities are carried out according to the approved L&D annual plan
* Under the supervision of the HR and recruitment advisor, assist and advise other departments in HR matters (regulations, training, recruitment, career management, remuneration, etc.).

**Person** **specification**

**Qualifications and experience:**

***Essential:***

* Bachelor’s degree in HR management, law or Business Administration or a related discipline.
* Minimum 2-3 years of experience in human resource management including recruitment, employee relations, HR administration and staff development, preferably with an INGO.
* Demonstrated knowledge and experience of working with the Togolese labour law and statutory regulations.
* Experience of developing and delivering learning and development initiatives.
* Understanding and practical experience of matrix management.
* Experience using Human Resources (HR) information systems and running a range of reports.
* Strong understanding and commitment to data protection, and equality and diversity issues.

***Desirable***

* *Diploma or Higher National Diploma in human resources management*
* *Member of a professional human resources associations*

**Work-based skills:**

***Essential***

* Strong organizational skills with the ability to simultaneously manage multiple tasks and meeting deadlines.
* Ability to manage time and tight schedules, working effectively under pressure.
* Ability to train, coach and mentor others in Human Resource (HR) management matters.
* Excellent problem-solving skills and abilities.
* Proven ability of identifying Human Resource (HR) associated risks and taking proactive actions.
* Ability to work well with diverse teams from all backgrounds and levels.
* Excellent interpersonal and communication skills.
* Excellent command of English (verbal and written) with the ability to produce quality reports and communications.
* Willingness and ability to travel outside Kampala.
* Good attention to detail
* Good knowledge of Microsoft Office package (Word, Excel, Outlook)
* Ability to keep information confidential

***Desirable***

* Experience in training and capacity building

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| **Core** **competencies**: |
| **Delivering results** |
| **LEVEL B** - **Takes on pieces of work when required and demonstrates excellent project management skills**   * Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results * Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements) * Makes clear and timely decisions within remit of own role |
| **Analysis and use of information** |
| **LEVEL A- Gathers information and identifies problems effectively**   * Identifies and uses various sources of evidence and feedback to support outputs * Uses evidence to evaluate policies, projects and programmes * Identifies links between events and information identifying trends, issues and risks * Ensures systems are in place to address organisation needs |
| **Interpersonal and communications** |
| **LEVEL B - Fosters two-way communication**   * Recalls others’ main points and takes them into account in own communication * Checks own understanding of others’ communication by asking questions * Maintains constructive, open and consistent communication with others * Resolves minor misunderstandings and conflicts effectively |
| **Collaboration and partnering** |
| **LEVEL B** - **Collaborates effectively across teams**   * Proactive in providing and seeking support from expert colleagues * Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution * Proactive in building a rapport with a diverse range of people |
| **Leading and motivating people** |
| **LEVEL B - Manages own development and seeks opportunities**   * Actively manages own development and performance positively * Learns lessons from successes and failures * Seeks and explores opportunities within Malaria Consortium which develop skills and expertise |
| **Flexibility/ adaptability** |
| **LEVEL B – Remains professional under external pressure**   * Able to adapt to changing situations effortlessly * Remains constructive and positive under stress and able to tolerate difficult situations and environments * Plans, prioritises and performs tasks well under pressure * Learns from own successes/mistakes |
| **Living the values** |
| **LEVEL B - Promotes Malaria Consortium values amongst peers**   * Shows a readiness to promote Malaria Consortium’s values amongst peers * Promotes ethical and professional behaviour in line with Malaria Consortium’s values |
| **Strategic planning and thinking and sector awareness** |
| **LEVEL B -** **Is aware of others’ activities and vice versa in planning activities**   * Takes account of team members and others’ workloads when planning. * Maintains awareness of impact on other parts of the organisation, keeping abreast of other’s activities, objectives, commitments and needs * Has a good understanding of the sector in which Malaria Consortium works |