

**JOB DESCRIPTION**

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| **Job Title:** | **Human Resources Officer** | **Location:** | **Burkina Faso, Ouagadougou** |
| **Department:** | **Human Resources** | **Length of Contract:** | **1 year** |
| **Role type:** | **National** | **Safeguarding level** | **4, low risk** |
| **Travel Involved:** | **NA** | **Grade:** | **7** |
| **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**

Malaria is a major health issue in Burkina Faso. It is endemic throughout the country, with a seasonal upsurge from June through October. This seasonal peak is variable across the three major geographic zones linked with the duration of the rainy season: up to three months in the north, six months in the centre, and nine months in the south of the country.

Overall, Burkina Faso is among the ten countries with the highest number of malaria cases and deaths (3.3% of global malaria cases and 3.4% of global malaria deaths in 2021). Malaria is responsible for 43% of health provider consultations and 22% of deaths. The country accounted for an estimated 7% of total malaria cases in West Africa in 2020. Burkina Faso is among the 20 countries where the prevalence of exposure to malaria infection during pregnancy was 30% or more while maternal anaemia was over 40% in 2018. It was estimated that 50% of children under the age of five also had moderate or severe anaemia in 2018.

Burkina Faso has adopted the 2016 WHO antenatal care guidance and encourages early initiation of intermittent preventive treatment for pregnant women (IPTp), beginning at 13 weeks. The primary challenges to implementation of the guidelines remain a relatively late start to antenatal care for most pregnant women.

Maternal mortality remains a major concern despite the strategies implemented to reduce it. According to the latest population census (2019, Population general census), the maternal mortality rate is 222.9 per 100,000 live births, with a target of 231.69 by the end of 2023 according to the medium scenario from *Three tracer results Action plan, MoH\_2021*.

The family planning situation is bleak, with insufficient demand for FP; insufficient supply of FP services; insufficient funding for FP; and inadequate security of contraceptive products (shortages) and low availability of consumables.

The Centre-Nord region is one of the areas affected by the security crisis that is putting strain on the operation of the healthcare system. The deterioration in the security situation has led to a breakdown in the provision of healthcare in all the region's health districts and worsening health indicators:

* The in-hospital maternal mortality rate remains high due to poor accessibility to quality health care. In 2022, it was 83 per 100,000 parturient, against a regional target of 80 per 100,000 parturient at most.
* The birth rate assisted by qualified personnel in 2022 was 83.8%, against a regional target of 85% and a national target of 78.4%.
* The percentage of pregnant women receiving IPT3 in the region in 2021 was 69.1%, against a target of 80%.

Malaria Consortium has been operational in Burkina Faso since 2015and is currently operating in 27 of the country’s 70 Health Districts across six regions, with one country office based in Ouagadougou. At present, Malaria Consortium has three active projects in Burkina Faso – MC-SMC Project, IPTsc project and Malaria vaccine project and a ready-to-start one on Sexual and Reproductive health in Centre Nord Region. All these projects are managed by the country office in Ouagadougou. At national level, it provides technical support to the Permanent Secretary for Malaria Elimination, to the Directorate of Family Health and the Directorate of Prevention by Vaccinations.

**Job purpose**

The Human Resources Officer will provide HR function support to the Burkina Faso programme. The post holder will be responsible HR recruitment and HR administrative aspects within the Burkina Faso country programme, including sourcing, induction, learning and development, performance management and the administration 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 Burkina Faso employment law.

**Scope of work**

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

**Key working relationships**

Within this position, the key internal working relationships are with the Country Finance Manager and the Country Director. The post holder will have a dotted line reporting to the HR & Recruitment Advisor based in London. This position will work with the Admin Assistant.

**Key accountabilities**

**HR Administration (30%)**

* Support the HR and Recruitment Advisor in collecting information for HR policies and other HR related projects.
* Support the HR and Recruitment Advisor in liaising within Country Legal expert on different Employee Relations or other legal HR related issues
* 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
* Ensure that the working, hygiene conditions are monitored and respect the standards of the Labor and Health Office (OST)
* Create and maintain up to date hard and electronic personnel records for Burkina Faso-based employees ensuring accurate information is saved on SharePoint and in the HR Information System (Cascade);
* Update staff contact list, emergency contacts, organogram for Burkina Faso.
* Collect information for HR reports including KPIs.

**Recruitment and Induction Coordination (20%)**

* Advertise vacancies through on-line forums 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 is set up with candidates and an interview panel.
* Accurately draft contracts, amendments to contracts and letters of all other staff for all national employees for final review and signed 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 Burkina Faso following the standard agendas, to be carried out by the relevant line manager
* Requests for 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 the Learning Management System

**Performance and Development (1%)**

* 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 Burkina Faso 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:***

* Diploma in HR management, law or Business Administration or a related discipline.
* HR and HR Administration experience.
* Prior experience in a similar level, NGO experience will be an added advantage.
* Experience in human resources or administration, preferably with an INGO
* Experience in record keeping/Management.
* Knowledge of Burkina Faso employment law.

**Work-based skills:**

***Essential:***

* Commitment to maintain confidentiality of HR information
* Able to work on own initiative with limited supervision
* Fluency in French
* Ability to speak and communicate in English
* Ability to translate documents from English into French
* Excellent attention to detail.
* Good written and verbal communication skills
* Excellent interpersonal skills
* Very good in computer skills with high proficiency in Microsoft package
* Able to manage and priorities multiple tasks
* Resourceful- Able to think outside the box

***Desirable:***

* Flexible work style
* Willingness to learn new skills
* Knowledge of databases

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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
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| **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
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| **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
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| **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
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| **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
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| **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, prioritizes and perform tasks well under pressure
* Learn from own successes/mistakes
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| **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 behavior in line with Malaria Consortium’s values
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| **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
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