

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Human Resources Officer		
<b>Classification:</b>	D3 - Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Maputo, Mozambique	<b>Travel required:</b>	limited

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>Reporting to the Deputy Country Director (DCD), the HR Officer is responsible for the employee life cycle management of all employees in the Mozambique office.</p> <p>The HR Officer will work closely with the global HR team ensuring compliance with local and global HR policies and initiatives.</p>
<p><b>Tasks and responsibilities</b></p> <p><b>Core Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance to local labour law as well as GAIN internal processes.</li> <li>• Responsible for all HR and Admin related communication to the office, under the supervision of the Deputy Country Director.</li> <li>• Maintain, update and safeguard all employee records and data.</li> <li>• Provide advice and support to our managers and team members on our people processes, benefits, etc working closely with the global HR team</li> <li>• Handling HR related queries from staff and resolving or referring as necessary</li> </ul> <p><b>Recruitment:</b></p> <ul style="list-style-type: none"> <li>• Maintain a database of budgeted positions viz-a-viz current status, number of vacant positions and related information.</li> <li>• Work closely with the global HR team to keep track of new positions, contributing actively in planning the recruitment cycle of such new requirements and implementing them.</li> <li>• Support any CV screenings during recruitment process.</li> <li>• Sit on recruitment panels for internships, drivers and office management staff. Participate in recruitment panel for other positions as and when required.</li> <li>• Liaise with the global HR team to ensure offer letters and contracts are prepared and issued in a timely manner.</li> <li>• Collect documents from employees as per standard checklist</li> </ul>

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- Maintain staff personal files and update them regularly.

### Induction and onboarding of new joiners:

- Responsible for planning and ensuring systematic induction for all new employees.
- Ensure that induction plan is signed off and filed in the personal file of all employees.
- Track Probation periods and reviews and ensure outcomes are communicated formally.

### Employee Data and leave management

- Ensure our people data is updated accurately.
- Track the attendance, leave, eligibility and balances of all employees and keep MyGAIN updated as per organisation requirements
- Responsible for collating and verifying employee information for payroll administration, ensuring monthly payroll changes are prepared and issued to the external payroll bureau within pre-set time scales.
- Work closely with the global HR team in relation to organisational changes. Ensure local organogram is updated and shared with global team for consolidation.
- Maintain and update all HR files, including employee personal files, recruitment files and related documents.

### Performance management, Contract updates & Employee engagement

- In close collaboration with the global HR Team, support the process of annual / midyear appraisals, supporting managers and staff to ensure these are completed in a timely manner.
- Support the Country Director in the drafting of justifications for promotions and salary adjustments.
- Work with managers and the global HR team in managing staff exit process.
- Assist in planning and organising of staff development and training activities for the Country Office in close collaboration with the global HR team.
- Work with the global HR team members to support projects within the organisation e.g. the Staff Engagement Survey / development of the HR system, etc

### Key organisational relationships

- Reports to the Deputy Country Director, GAIN Mozambique
- Works closely with GAIN central HR staff
- Close collaboration with the Mozambique Country Office staff.
- Country Programmes Team HR focal point.

## JOB REQUIREMENTS

### Competencies, skills and attributes

- High level of professionalism, integrity and discretion.
- Strong relationship management and communication skills.
- Able to apply critical thinking, with the ability to appropriately challenge when require
- Highly organized with excellent time-keeping skills.
- Ability to work harmoniously in a team environment and with diverse groups of individuals.
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills.

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### Experience

- Proven experience in international development and/or a similar position.
- Strong understanding of Mozambican Labour Law and HR management practices.
- Proven experience in executing tasks on time with a high level of integrity, while ensuring good HR practices.
- Experience working under pressure.
- Experience in preparing clear and concise reports.
- International Development or NGO experience desirable.

### Education

- Bachelor degree in Human Resources Management, Industrial and Organisational Psychology, Business Administration and/or related field from an accredited academic institution with relevant professional experience.

### Other requirements

- Fluent written and verbal English
- Proficiency in local languages desirable.
- Must be willing and able to travel in country when required.

### WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities

February 2020