



## **JOB POSTING – People and Culture Officer/Coordinator, Rwanda (Nationals Only)**

<b>Job title:</b>	People and Culture Officer/Coordinator (Dependant on the experience of the successful candidate)
<b>Organization:</b>	Right To Play Rwanda
<b>Department/Division:</b>	People and Culture
<b>Work location:</b>	Kigali, Rwanda
<b>Authorized to work in:</b>	Rwanda (Ability to work legally without a work permit or sponsorship)
<b>Closing Date:</b>	1 August 2021

### **BACKGROUND:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **JOB SUMMARY:**

The People and Culture Coordinator is a member of the Country Office Senior Management Team and reports directly to the Country Director (CD) with a functional reporting line to the Director People and Culture, Global Field at Right To Play (RTP) Headquarters (HQ).

The incumbent shall also be part of the Global People and Culture (P&C) Community where we share best practices and learn from one another. S/he is responsible for the proper implementation and interpretation of

P&C policies and procedures in RTP Rwanda and provides advice on different P&C issues, local employment laws and practices to management and staff. The incumbent shall lead end to end processes of P&C management in collaboration with supervisors and the Senior Management Team colleagues. S/he shall maintain transparent and objective systems that attract and retain talent, motivate staff to perform effectively, build trust, facilitate the learning and development of employees and ensure that the compensation system is effectively implemented in-country.

The People and Culture Coordinator, Rwanda will be based in Kigali with occasional travel to the field offices in-country and international travels as required by the CD and Global Director, People and Culture respectively.

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#### **PRIMARY RESPONSIBILITIES:**

##### **Job Responsibility #1: Staffing, Recruitment and Selection (20% of Time):**

- Develops and implements recruitment strategies for the efficient and timely hiring and placement of employees; provides guidance to hiring managers on job reviews and development of job descriptions.
  - Prepares and circulates vacancy announcements, develops assessment tools, evaluates applications, arranges and participates in interviews and makes recommendations to the CD; prepares job offers for successful candidates.
  - Collects references, conduct reference checks and notifies candidates about the results of the selection process.
  - Reviews and recommends level of remuneration for new hiring and prepares job offers and related documentation.
  - Facilitates and participates in employee orientation; schedules Meet and Greet with key employees; facilitates office arrangements and supports supervisors in the orienting of new employees into the organization and role.
  - Coordinates the placement of interns and volunteers and administers their related issues.
  - Designs, coordinates and provides relevant statistical information and data on country recruitment activities, gender analysis and provides information to interested groups regarding employment opportunities.
  - Communicates with other staff and HQ P&C of any new hires or position changes.
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##### **Job Responsibility #2: Compensation and Total Rewards (15% of Time):**

- Administers and provides advice to staff and management on salary and related benefits, health insurance, life insurance and other entitlements.
- Oversees the administration of benefits programs within the country including the enrolment of benefits for eligible employees and the removal of departed ones.
- Keeps abreast with the latest development in employment related laws in the country; ensures that RTP complies with all Government statutory regulations and recommends changes to benefits and entitlements on the basis of local labour laws.

- Conducts job analysis exercises and develops job description; makes recommendations in respect of organization structures and ensures that organization structures are up to date and communicates any changes to HQ.
  - Supports with salary and entitlement surveys.
  - Liaises with HR service suppliers and insurance company regarding employees' benefits.
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**Job Responsibility #3: Payroll and P&C Information Management (15% of Time):**

- Completes payroll related information and ensures all information are accurate and communicated on time to Finance Officer and HQ P&C.
  - Manages HR database to ensure up-to-date and accurate information is reflected and shares with HQ P&C.
  - Maintains HR Metrics compilation and reporting such as headcount, turnover and vacation.
  - Conducts annual country P&C Audits to ensure accurate and up to date P&C information and documentation.
  - Ensures strict confidentiality with respect to all HR file management and correspondences.
  - Prepares special reports and participates and/or leads HR projects.
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**Job Responsibility #4: Employee Relations and Employee Services (15% of Time):**

- Monitors and manages employee relations issues, maintains confidential records related to grievances and complaints and coordinates their resolution; conducts investigations and liaises with legal consultants to resolve cases when needed.
  - Ensures transparent, fair and consistent application of disciplinary measures.
  - Reviews and provides advice on policies that would prevent recurring conflicting situations.
  - Provides information, interpretation and advice on RTP's P&C policy, local employment law to staff and management.
  - Oversees administration of all employee status changes such as promotion, transfers and terminations.
  - Informs staff of their rights, responsibilities, code of conduct, sexual exploitation and harassment policies and difficulties associated with work and entitlements.
  - Provides advice on safety and security issues to country employees as well as other RTP global teams visiting the country.
  - Designs and implements a comprehensive communication plan whereby the employees are kept abreast of P&C related issues.
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**Job Responsibility #5: Performance Appraisal, Training and Development (10% of Time):**

- Facilitates the implementation of RTP performance appraisal system; ensures that managers are equipped with the necessary skills to conduct probationary evaluations and annual appraisals.
  - Supports the supervisors in determining training needs of their teams, discusses those needs with the Senior Management Team and comes up with an annual learning agenda.
  - Coordinates with the Training Officer(s) regarding employee training and oversees the delivery of training and development programs and employee mobility programs to build the capacity of the country team.
  - Evaluates effectiveness and impact of staff development and career support programs and recommends ways to enhance effectiveness and impact.
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**Job Responsibility #6: P&C Planning and Policies Implementation (10% of Time):**

- Provides strategic advice and supports the CD, participates in the preparation and development of a yearly P&C plan and oversees its implementation.
  - Participates in the budget process, monitors P&C financial performance and coordinates with Grant Administrator, HQ to ensure alignment with the approved budget.
  - Provides support for project team in preparing project budget related to HR.
  - Participates in the implementation of the P&C strategy to ensure alignment with RTP strategy and recommends adjustments to P&C policies, procedures and processes based on the requirements of local labour laws ensuring that legislative requirements are fulfilled.
  - Stays abreast of developments in various areas of P&C and shares information with the Country Director and Senior Management Team as needed
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**Job Responsibility #7: General P&C and Administration (10% of Time):**

- Oversees the logistics functions to ensure compliance with RTP financial management and procurement procedures; acts as a member of the procurement committee and verifies logistical transactions.
  - Supervises the Logistics Assistant in performing the required responsibilities and provides the necessary coaching and guidance and completes the performance appraisal as well.
  - Participates in INGO/NGO forums to share information on the subject.
  - Processes accounts payable memos for suppliers and internal claims/ reimbursements, wire transfer requests, and expense reports as required.
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**Job Responsibility #8: Other Tasks as Assigned (5% of Time)**

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**MINIMUM QUALIFICATIONS (Must have):**

**EDUCATION/TRAINING/CERTIFICATION:**



- Bachelor's degree in human resources, social sciences, management, public relations or other related discipline.

#### **EXPERIENCE:**

- 3 years' relevant experience with I/NGO in Rwanda including P&C administration.

#### **COMPETENCIES/PERSONAL ATTRIBUTES:**

- Ability to support multi-cultural staff.
- Ability to maintain confidentiality and foster trust and respect.
- Self-motivated and highly organized, detail oriented.
- Flexible, comfortable with deadlines and able to work well under pressure.
- Comfortable with ambiguity; ability to analyze the situation and come up with solutions.
- Ability to maintain a fair balance between seeking the interests of the staff and safeguarding the principles and integrity of the organization.
- Ability to take an impartial stand on P&C issues and recommend courses of action.
- Strong team player.
- Good facilitation skills.

#### **KNOWLEDGE/SKILLS:**

- Knowledge and understanding of local employment standards, occupational health & safety and human rights legislation.
- Strong Microsoft Office and the ability to use technology to collaborate across a global organization.
- Knowledge of principles and procedures for staff recruitment, selection, training, compensation and benefits, job design, labour relations and negotiation, and Human Resources Information Systems (HRIS).

#### **LANGUAGES:**

- Fluency in spoken and written English

#### **DESIRED QUALIFICATIONS (An Asset)**

- Fluency in other local languages

#### **WHO YOU ARE:**

You are passionate about our commitment to help children and youth rise above life's challenges through the power of play. You are highly collaborative and a relationship builder with a passion for humanitarian work, human rights and social change. You have been involved in adapting global policies to fit the local context, working closely with a legal advisor and the country senior management team. Your attention to detail is great and you have a



positive, follow-through mindset. You are focused on creating a positive experience for all employees, partnering with the managers and P&C team at HQ.

#### WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package.

**Target Start Date:** Immediate

**Contract Duration:** Initial one year fixed-term contract with possibility of renewal

#### HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload your resume and cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com)

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).