



JOB POSTING – People and Culture Officer/Coordinator, Mali (Nationals Only)

Job title:	People and Culture Officer/Coordinator (Dependant on the experience of the successful candidate)
Organization:	Right To Play Mali
Department/Division:	People and Culture
Work location:	Bamako, Mali
Authorized to work in:	Mali (Ability to work legally without requiring a work permit or sponsorship)
Closing Date:	August 8, 2021

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using the power of 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 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 Officer/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. The incumbent shall be part of the Global People and Culture Community of Practice for knowledge sharing and learning purposes. They will be responsible for the proper implementation and interpretation of People and Culture policies and procedures in Right To Play Ethiopia and provide advice on different People and Culture (PC) issues, local employment laws and practices to Senior Management Team (SMT) and staff. The incumbent shall lead end-to-end processes of PC management with close collaboration with supervisors, the SMT and PC colleagues at Headquarters (HQ) in Canada and the United Kingdom. They 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 decisions are effectively communicated and implemented in-country.

The People and Culture Officer/Coordinator, Mali will be based in Bamako with occasional travel to the field offices in-country and international travels as required by the Country Director and Global Director, People and Culture respectively.

PRIMARY RESPONSIBILITIES:

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

- 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 vacancy accounts within Vidcruiter and manages the VidCruiter account for Mali;
 - Ensures that job postings are updated and posted on the appropriate platforms;
 - Supports Hiring Managers and technical leads with development of assessment tools, evaluates applications, arranges and participates in interviews and makes recommendations to the CD;
 - Negotiates offers and prepares job offers for successful candidates;
 - Conducts 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; develops the onboarding plan and notifies all those involved in the process; 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;
 - Prepares the 'Get To Know Me' and organizational announcements for all new hires and makes sure to share with all relevant parties in the organisation.
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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 the CD and HQ PC;
 - Supports with salary and benefits surveys;
 - Liaises with HR service suppliers and insurance companies regarding employees' benefits.
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Job Responsibility #3 Payroll and PC Information Management (15% of Time):

- Completes payroll related information and ensures all information are accurate and communicated on time to the Finance Manager and HQ PC;
 - Ensures timely submission of the Payroll Change Request and that all changes to the payroll are approved by the relevant staff;
 - Manages an approvals tracker of all approvals for exceptions including adhoc salary increases;
 - Manages the HR database to ensure up-to-date and accurate information is reflected and shares with HQ PC in a timely fashion;
 - Maintains HR Metrics compilation and reporting such as headcount, turnover and vacation;
 - Conducts annual country PC Audits to ensure accurate and up to date PC 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 PC policy, local employment law to staff and management;
 - Oversees administration of all employee status changes such as promotion, transfers or terminations;
 - Reviews and provides advice on interpretation of PC policies, regulations and rules; 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 PC 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 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 (5% of Time):

- Provides strategic advice and supports the CD, participates in the preparation and development of a yearly HR plan and oversees its implementation;
 - Participates in the budget process, monitors HR 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 HR strategy to ensure alignment with RTP strategy and recommends adjustments to HR 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 HR and shares information with the CD and SMT as needed
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Job Responsibility #7: General PC 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;
 - Participates in INGO/NGO forums to share information on the subject;
 - Process accounts payable memos for suppliers and internal claims/ reimbursements, wire transfer requests, and expense reports as required.
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Job Responsibility #8: Perform Other Duties as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in business/public administration or related discipline.

EXPERIENCE:

- 5 years' experience in human resources management with I/NGOs

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 People and Culture 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
- Proficient in Microsoft (MS) Office applications 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:

- High level of proficiency in written and oral English and French.

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 PC 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). You will be immersed in a vibrant learning environment with strong support to develop your career in the international development sector and enhance your Human Resources skill set. In addition, we offer a competitive salary and benefits package.



RIGHT TO PLAY
PROTECT. EDUCATE. EMPOWER.

Target Start Date: September 2021

Contract Duration: One-year fixed term contract – Possibility to be extended based on performance

HOW TO APPLY:

If you are interested in applying for this role, click [here](#) to upload your resume and cover letter in English.

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

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.