

JOB POSTING – People and Culture Officer, Ethiopia

Organization:	Right To Play Ethiopia
Department/Division:	People and Culture
Work location:	Addis Ababa, Ethiopia
Authorized to work in:	Ethiopia (Eligible to work legally without requiring sponsorship or work permit)
Target Start Date:	Immediate
Contract Duration:	Long term engagement with an initial one-year contract
Closing Date:	May 31, 2022

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 reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

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 (P&C) Officer reports directly to the Country Director (CD) and technically to the Director P&C, Global Field or his/her designee at Right To Play Headquarters (HQs). The P&C Officer will provide high quality leadership and oversight on the development and delivery of Right To Play (RTP)'s People Strategy.

Together with a core (global) team, the position manages the provision of effective and professional P&C (HR) services and advice. This includes the day-to-day implementation of relevant P&C policies and strategic initiatives to ensure we recruit, retain and promote highly skilled and motivated people in every area of our work. Key elements to the role will be the ability to work collaboratively with a diverse and committed group of managers and their teams; be 'hands on' and encourage an organisational culture that supports effective behaviours and ways of working that demonstrate clear commitment to RTP's values and mission.

The P&C Officer will contribute regularly to RTP's organisational learning and strategy development, be an active member of the Global P&C Community of Practice and also engage regularly with the Country Senior Management Team (SMT). The P&C Officer is also responsible for the collection and management of all employee data via RTP's Human Resources Information System (HRIS) – MyPlayPortal.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Staffing, recruitment & selection and offer management (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 and relevant remuneration.
- Recommends and advertises openings in relevant job posting channels (e.g. career's page, social media, job boards, and internally).
- Coordinates the process of developing assessment tools, screens applications, arranges and participates in interviews and makes recommendations to the Hiring Managers and CD.
- Conducts trainings for Hiring Managers on interviewing approaches as required.
- Conducts reference checks, notifies candidates about the results of the selection process and negotiates and prepares job offers.
- Updates recruitment records in internal database and applicant tracking system (VidCruiter)
- Coordinates the placement of interns and volunteers and administers their related issues.
- Facilitates and participates in employee orientation by preparing onboarding plans, scheduling Meet and Greet with key employees; facilitates office arrangements and supports supervisors in the orienting of new employees into the organization and role.

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, employee's old age benefits (EOBI) 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.

- Liaises with HR service suppliers and insurance company regarding employees' benefits.
- 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..
- Supports salary and entitlement surveys.

Job Responsibility #3: Payroll and HR information management (HRIS) (15% of Time):

- Manages all employee data in HRIS and ensures that information is up-to-date and accurate .
- Ensures all changes in staffing are reflected in HRIS including adding new hires, making changes in contract status and terminating staff
- Completes payroll related information and ensures all information is accurate and reflected in HRIS.
- Generates reports from HRIS to support decision making at Country Office level.
- Conducts regular checks to ensure accurate and up to date HR information and documentation.

Job Responsibility #4: Employee relation 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 Right To Play's policies and 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 P&C policies, regulations and rules; informs staff of their rights, responsibilities relating to 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.
- Liaises with local officials, UN, NGOs and other agencies regarding security issues and ensures staff safety.
- Designs and implements a comprehensive communication plan whereby the employees are kept abreast of issues related to P&C matters.
- Act as Role model and coordinates structured initiatives to promote RTP Culture codes.

Job Responsibility #5: Performance appraisals, 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 team, discuss those needs with the SMT and assists SMT team in determining appropriate staff development plans.
- Coordinates with team leaders and provides oversight to ensure 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.

Job Responsibility #6: HR planning, policies and implementation (15% of Time)

- Provides strategic advice and supports the CD with developing and implementing a yearly P&C plan.
- Participates in the budget process, monitors P&C financial performance and coordinates with Finance team and Senior Manager Global Total Rewards to ensure alignment with the approved budget.
- Support for project team in preparing project budget related to Staffing.
- Participates in the implementation of the Country Office P&C strategy to ensure alignment with RTP strategy and recommends adjustments to 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 People and Culture and shares information with the Senior Management Team and CD.
- Develops in country Internal policies in alignment with the country local laws
- Supports and participates in the country office strategic plan
- Responds to legal claims or investigations, seeking legal advice as appropriate

Job Responsibility #7: Safeguarding (5% of Time)

- Establishes a culture where safeguarding is taken seriously by the SMT and other employees
- Ensures that appropriate action is taken and with immediate effect when safeguarding cases are reported
- Works with programs and logistics teams to ensure that the templates used for contracting have relevant sections clarifying expectations and accountabilities.
- Coordinates trainings for employees and contractors to ensure clarity around safeguarding expectations and code of conduct.
- Collaborates with programs team to ensure that all safeguarding concerns raised are assessed by someone with designated responsibility and expertise for appropriate action, whether that be internal follow-up or by making a referral to the appropriate agency.
- Participates in INGO/NGO forums to share information on the subject among others.
- Ensures safe recruitments for all vacant positions making sure that all measures are taken at every step to implement safeguarding best practices.

Job Responsibility #8: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree or equivalent in HR/business/public administration or related fields

EXPERIENCE:

- 5 years' experience in human resources management with least one year working at the Head Office in-country

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to lead and motivate positive and inclusive team values.
- Able to build professional partnerships with staff and managers.
- 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
- Demonstratable experience facilitating training sessions

KNOWLEDGE/SKILLS:

- Knowledge and understanding of local employment standards, occupational health & safety and human rights legislation
- Strong MS 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
- Experience with Applicant Tracking System (ATS), e.g. Greenhouse, VidCruiter, Workday, etc.
- Experience with HRIS, e.g. Sage People.

LANGUAGES:

- Fluency in spoken and written English and Amharic

DESIRED QUALIFICATIONS (An Asset)

- Master's degree in HR/business/public administration or related discipline
- HR Certification





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 including personal learning and development days.

HOW TO APPLY:

If you are interested in applying for this position, please click [here](#) to apply with 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. As such, we encourage women and groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. 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 Vulnerable Sector Screening or equivalent criminal 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.



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