### Danish Red Cross

### Job Description Regional HR Partner Africa



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| **Position Title** Regional HR Partner Africa  | **Duty station** Addis Ababa, Ethiopia | **Contract period** 24 months  |
| **Line Manager** Head of Region Africa, Bjarne Andreasen | Other manager if relevant Technical line to the International HR Partner | **Date Completed** 07 April 2024 |
| Background  |
| For more than a century, the Danish Red Cross (DRC) has played a prominent role in promoting humanitarian principles and action to save human lives. As a National Red Cross Society, we are firmly anchored in the International Red Cross and Red Crescent Movement. DRC is a member of the global network of more than 190 Red Cross and Red Crescent societies joined in the International Federation of the Red Cross and Red Crescent societies (IFRC) and a key partner to the International Committee of the Red Cross (ICRC). Through this global network of staff and volunteers we assist and support people in need, irrespective of their political affiliation, religion, ethnicity, gender, or legal status, and promote the wellbeing and aspirations of people experiencing vulnerability and marginalisation throughout the world.DRCs focus remains on people and communities in need of assistance, who find themselves in situations of vulnerability, or who are marginalised and excluded. DRC aims is to always be present and ready to act on humanitarian needs and challenges in fragile contexts and to drive change so that people can fundamentally and positively transform their lives. DRC is concentrating its efforts in Africa, the Middle East and selected countries in Asia and Europe.The Regional Human Resource Partner is a newly established position with the overall purpose to support and advice Head of Region (HoR) for Africa and Country Managers (CMs) in recruitments and other HR issues in strong cooperation with the DRC HR Department. The Regional HR Partner is based in Addis Ababa and line managed by the HoR Africa, but supports all country operations in Africa within recruitment and HR and will retain a strong functional line to the HQ-based International HR Partner. |
| Purpose |
| The Regional HR Partner’s main responsibilities are:* Efficient and coordinated recruitment and onboarding process and adapt processes within the guidelines of DRC HR or National Societies HR as relevant
* Representing DRC and developing partnerships with Regional Country Offices and other in-country partners and stakeholders in Africa
* Proactively seeking solutions to the Country Managers human resource challenges in liaison with the DRC HR Department
* Regional liaison with the HR Department to support and participate in implementing broader and strategic HR initiatives in the field
* Using lessons learned as the foundation for HR development in consultation and coordination with HR Department and other Regional HR Partners
* Sharing input and feedback from the region and country offices with the HR Department and other Regional HR Partners

The Regional HR Partner is overall responsible for providing a range of professional HR advice and support hiring managers with end-to-end recruitment lifecycle services to all areas in the region in an efficient and effective manner. The position will include tasks within recruitment and retention, coordination, representation, support and development of HR-processes and support to DRC staff.  |

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| Key responsibilities and time consumption in %  | Main tasks |
| Recruitment and Onboarding50% | * Ensure compliance with DRC HR policies, guidance and best practices for recruitment
* Leads all recruitment processes in the region for DRC until candidate is identified
* Advice hiring managers in development of job descriptions
* Draft job advertisements and advertise in consultation with hiring manager
* Provide advice on where to advertise and otherwise optimize the recruitment process in liaison with the HR Department
* Provide advice to managers on salary placement and related benefits in consultation with the HR Department
* Support the long listing process as necessary and requested on all essential vacancies
* Advice on and take lead in testing of applicants as relevant and necessary in consultation with hiring manager
* Serve as HR-support on interview panels as necessary and requested, but is at outset born member of all interview panels
* Take references of preferred candidates in all recruitment processes prior to contracting, if not done by hiring manager
* Provide feedback to first interview candidates as necessary and requested
* Leads annual recruitment cycle for interns at both regional and country levels
* Support onboarding of DRC contracted staff as well as external consultants
* Contribute to ensure information about deployments and issues related to multilateral delegates to IFRC and ICRC is shared with relevant staff members in the region
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| Technical HR Support and Compliance20% | * Serve as first point of contact for HR questions from all employees in the region
* Provide advice on interpretation, exceptions and application of DRC HR policies, Terms and Conditions and rules in consultation with HR Department and management
* Advice and counsel staff in respect oncode of conduct and complaints mechanism
* Provide performance management advice to staff and management based on DRC HR policies and guidance
* Monitor regional compliance with HR policies and procedures and ensure that challenges are addressed
* Support Managers and staff around all aspects of staff wellbeing and duty of care including best practices, systems and specific challenges and concerns
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| HR Support to Regional Management20% | * Provide the HoR and CMs with effective and compliant advice on all staff issues
* Support HoR and CMs to manage and resolve complex employee relations issues as needed in consultation with HR Department
* Monitor contract expirations and upcoming end of missions to ensure timely extension of contract or advertising for replacement
* Contribute to the development of staff recruitment and retention strategies
* Support the maintaining of an updated overview of compulsory training attendance of all staff in the region
* Support Managers to identify relevant competence development and training opportunities for all staff as possible
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| HR Coordination and Representation10% | * Functions as liaison between the Region and the HR Department
* Translate DRC’s global HR strategic orientations and HR projects into action plans at Regional, Country level, and follow up with their correct implementation
* Participate in regional Country Manager meetings, as relevant and needed
* Be available to conduct HR monitoring and support missions to Country Offices as needed and requested
* Take part in international HR networks when and where relevant
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| Power of decision-making in relation to the tasks |
| * Interpretation of HR rules, regulations, benefits, terms & conditions and practices in consultation with the HR Department
* Ensure compliance with DRC HR rules, regulations, benefits, terms & conditions and practices in consultation with the HR Department
* Provide enabling advice and support to managers in taking informed and compliant decisions in all HR related matters
* Lead and drive recruitment processes and function as the principal HR advisor to the hiring manager in all recruitments
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| Communication in relation to the tasks |
| * The Regional HR Partner is the HR professional focal point for and on behalf of Regional and Country Offices in the region
* Frequent and recurrent communication with the HoR as the direct line manager
* Frequent and recurrent communication with the International HR Partner as the technical line reference as well as other colleagues in the HR department
* Regular communications with Country Managers in the region
* Communication with Delegates in the region on a range of HR issues as relevant and needed
* Act as host for delegates during their briefing and debriefing at the regional office
* Participate in regional team meetings and in quarterly regional Country Manager meetings
* Active participation in experience exchange and lessons learned the HR Department and the other Regional HR Partners
* Participate in HR meetings and seminars with other international HR staff within the Red Cross Red Crescent Movement as relevant
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| Expected results |
| * Efficient, effective, professional and uniform recruitment processes in the region in accordance with DRC HR guidelines and best practice
* Hiring managers are satisfactory, adviced and supported in all recruitment processes whereby reducing Managers time and resources spent on recruitment
* Strengthened HR advice and support provided to Managers and Delegates both in terms of availability and quality
* Closer and better cooperation and coordination between the international operation in the region and the HR Department
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| Revision of the job description |
| The description of responsibilities and tasks in this job description is indicative. It is the responsibility of the incumbent to be an active and supportive member of the Regional Africa team and the Red Cross as such. This means that the incumbent may be asked to take on additional responsibilities and tasks that are not described herein. If the changes in responsibilities and tasks constitute more than 25% of the working hours over a period of time, the incumbent or the manager can suggest a revision of the job description.  |

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| Competences requirements |
| * Relevant academic background, e.g., Master Degree in Human Resource Management or other relevant field
* Minimum of 5 years relevant work experience within HR incl. with international recruitments
* Relevant international work experience from humanitarian or development contexts
* Knowledge of working conditions in fragile contexts in Africa
* Relevant experience leading and driving recruitment processes from A to Z
* Work experience from the Red Cross Red Crescent Movement is a strong asset
* Flexible and confident self-management during peak workloads and in situations of stress
* Ability to work in demanding and rapidly changing situations is important
* Excellent communication, coordination, networking and facilitation skills
* Results oriented and patient with strong cultural sensitivity
* Full proficiency in **English** and **French** speaking and writing is a requirement
* Full proficiency in Microsoft Office
* Valid driver’s license
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