

## Area HR Coordinator / Senegal

INTERSOS is an independent humanitarian organization that assists the victims of natural disasters, armed conflicts and exclusion. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, respect for diversity and coexistence, paying special attention to the most vulnerable people.

### Terms of reference

**Job Title: Area HR Coordinator**

**Code: SR-00-8125**

**Duty station: Dakar (with regular visits to Western Africa Regional office missions)**

**Starting date: 01/07/2023**

**Contract duration: 24 months (6 months as probation )**

**Reporting to: HR Director**

**Supervision of: HR Coordinators and/or HR Managers of the Regional Office missions (functional supervision)**

**Dependents: Family duty station**

### General context of the project

INTERSOS is a humanitarian organization founded in 1992, working on the frontlines of crisis situations. In its countries of operation, INTERSOS intervenes to assist the most vulnerable populations affected by conflicts, extreme exclusion, and natural and manmade disasters in challenging and hard-to-reach areas, where the humanitarian needs continue to be the greatest and where the humanitarian presence is often weak. In such contexts, INTERSOS focuses on providing forcibly displaced populations and host communities with life-saving humanitarian assistance, in the areas of Protection, Health & Nutrition, as well as WASH and Shelter.

INTERSOS operations are guided by its Charter of Values and by the humanitarian principles of humanity, neutrality, impartiality, and independence. Every intervention is characterized by the centrality of the human being, the principle from which INTERSOS values descend. Specifically, INTERSOS is borderless, impartial, independent, sensitive to local cultures, attentive to local capacity, professional in solidarity, and transparent. INTERSOS also adheres to the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

We recognize diversity as a core value for the Organization, in line with its fundamental principles. INTERSOS is therefore committed to creating an inclusive workplace environment that promotes diversity, equality, and inclusion. INTERSOS encourages applications from qualified candidates from diverse backgrounds, regardless of age, gender identity, race, ethnic background, sexual orientation, disability, ethnicity, or nationality.

INTERSOS Regional Office for West Africa is based in Dakar and consists of one Regional Director, one Deputy

Regional Director, one Area HR Coordinator, one Regional Logistics Coordinator, one Regional Finance Coordinator, one Regional Finance Controller, and one Regional Grant and Reporting Officer. The Regional Office manages the following missions: Chad, Cameroon, Niger, Burkina Faso, Mali, and Nigeria.

As of May 2023, INTERSOS is operational in 23 countries.

### General purpose of the position

The Area HR Coordinator of the West Africa Regional Office is responsible for the functional/technical supervision of HR management in the Office missions, promoting a work environment that is respectful of humanitarian principles, inclusivity, accountability, and local culture. The Area HR Coordinator is responsible for the development of Human Resources in the missions of the Regional Office.

He/She provides directions in order to ensure that Intersos HR strategies and policies are implemented.

### Main responsibilities and tasks

- Monitor and support compliance and adherence to HR INTERSOS policies and procedures, through guidance and support to HR referents and Line Managers at the Country level
- Monitor and support the appropriate management of national and international staff
- Under the supervision of the HR Director implement the HR strategy, and tools in the Regional Office Missions in full synergy with other Area HR Coordinators
- Develop and implement regional HR procedures, SOPs, guidelines, and tools
- Ensure quality communication at the Regional Office level is guaranteed in order to enhance decision-making processes
- Provide overall technical supervision and capacity building to HR Coordinators or HR Managers in the Regional Office missions on HR policies, strategies, and management
- Ensure that Missions do guarantee that the duty of Care of National Staff is compliant with Labour Law, INGO practices, and INTERSOS policies
- Provide HR support and staff care in stressful situations or incidents Provide regular analysis of data and statistics
- Advise members of the Regional Office and Country management teams on workforce planning and organizational development, including scaling of the organizational structures at the regional and country levels.
- Ensure HR synergies across Regions e.g. recruitments, job rotations, gap fillings, temporary mobility, secondments, and HR procedures in collaboration with Regional Management, Personnel Development Coordinator, and Recruitment Unit
- Supervise technical HR departments at the Country level with the objective to promote gender balance, development, nationalization, and expatriation of talented National Staff
- Advise and support Line Managers on people management and conflict-management
- Share best practices on operative HR matters within the HR department, through regular meetings

- Contribute to the development of HR strategy at the global level and take part in new HR initiatives or thematic issues, as established by HR Director
- Contribute to annual Country Strategies of all West Africa missions, in line with HR strategy at the global level and at the regional level
- Monitor and provide technical supervision to ensure that the size and structure of the HR Dept at the Mission level are aligned with the needs of each mission
- Liaise with Personnel Development Coordinator to ensure the involvement of eligible expatriates and National Staff in the development program
- These responsibilities shall be adapted to the peculiarities of the job location, context, phase of operations, and sector of intervention.

## Required profile and experience

### Education

- At least Bachelor's Degree in Political Science/International Relations, Economics, Psychology or similar subjects. Master in HR Management is considered an asset.

### Professional experience

- Minimum 4 years of relevant experience in the humanitarian field (at least 2 in HR positions in the field)
- Previous work experience in complex and volatile contexts
- Previous experience in Western Africa Countries is an asset

### Professional requirements

- Professional knowledge in HR (Recruitment, Management, Payroll, labor law etc. etc.)
- Experience with the start-up of the HR department

### Languages

- Fluent knowledge of English and French (written and spoken) is mandatory

### Personal requirements

- Leadership, people management and development, teamwork, and cooperation
- Behavioural flexibility
- Communication skills
- Empowering and building trust
- Strategic vision

## HOW TO APPLY:

Interested candidates are invited to **apply** following the **link** below:

<https://www.intersos.org/en/work-with-us/italy/#intersosorg-vacancies-italy/vacancy-details/646dd30480cdc30027bcc986/>

Please note that our application process is made of **3 quick steps: register** (including your name, email, password, citizenship and Skype address), **sign-up** and **apply** attaching your **CV** and **motivation letter** in **PDF format**. Through the platform, candidates will be able to track their applications' history with INTERSOS.

In case you encounter *severe* difficulties applying through the platform, you can send an email attaching your CV and motivation letter (both in PDF version) via email to [recruitment@intersos.org](mailto:recruitment@intersos.org), with subject line: **“Platform issue – SR-XXXX – Position”**.

Please also mention the name, position and contact details of **at least two references**, including the line manager during your last job. Family members are to be excluded.

**Only short-listed candidates will be contacted for the first interview.**