

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

HUMAN RESOURCES MANAGER	
TEAM/PROGRAMME Senegal : HR/Country Office Team	LOCATION: Dakar
GRADE: tbc	Post type : Permanent
<p>Child Safeguarding: <i>Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people</i></p>	
<p>ROLE PURPOSE: The HR Manager shares in the overall responsibility for the management of Human Resources Services in the Country Office (CO). In his/her capacity will be accountable for the provision of effective HR services in both emergencies and development programming contexts. He/she will contribute to the achievement of the country office strategy, guarantee appropriate recruitment, retention and succession of staff. Ensure that the Country office complies with Labor law as well as SCI Human Resources systems, policies and guidelines.</p>	
<p>SCOPE OF ROLE: Reports to: Director of Support Services Staff directly reporting to this post: Safeguarding & Human Resources Officer</p>	
<p>KEY AREAS OF ACCOUNTABILITY: <i>The role of each staff is to enable our program operations and advocacy teams to do more and better quality work with more children, on time, on budget and with compliance, in order to achieve our three breakthroughs.</i></p> <p>As a member of the Senior Management Team, contribute to:</p> <ul style="list-style-type: none"> • Leadership of the Senegal Country Office related to HR issues • Support the development of an organisational culture that reflects our dual mandate values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent customer service for our Members and donors • Help design and implement a coherent organizational structure that is consistent with agency practices and appropriate to program needs • Help establish, maintain, and improve active and regular working relationships with: host government authorities, donors, partner agencies including major institutional donors, and local and international NGOs • Ensure that the required support is provided promptly, at scale and in line with the rules and principles during emergencies, working closely with the Regional Office <p>HUMAN RESOURCES MANAGEMENT Policies and Procedures</p> <ul style="list-style-type: none"> • Provide strategic human resource orientation and strategic advice to the Country Director and Senior Management Team on all HR issues • Supervise the Human Resources function to ensure that advice and support are provided to managers and staff on interpretation and application of policies and procedures and on other HR related matters • Supervise the development of dual mandate HR practices and processes aligned with the organisation's overall strategy and SCI Essential standards to meet the evolving needs of the organisation • Provide ethical oversight across the Country Office • Ensure that all staff have updated personal files • Ensure that staff and Save the Children partners/consultants are aware of and adhere to SCI core policies • Participate in the maintenance of updated information on staff salaries, allowances, accrued leave, and income tax calculations in compliance with current laws and regulations 	

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- Work closely Finance and conduct regular reviews to ensure alignment on accrued leave computation, assumptions for terminal grant computation, and staff compensation/contracts.
- Ensure that local and international staff benefits are applied as required
- As point of contact of local staff medical insurance, ensure that required actions are taken and followed up
- Monitor and advise on disciplinary matters in accordance with the Internal rules and established policies and procedures
- Mediate conflict, grievances and harassment cases

Staff Recruitment and Retention

- Ensure appropriate recruitment, retention and succession of staff including orientation programmes;
- Ensure implementation of compensation system, participate in salary regular reviews
- Ensure that employment terms, conditions and practices are fair, consistent, and appropriate for the context
- Prepare terms and conditions of employment and issue all employment and consultancy contracts.
- In collaboration with line managers, ensure that all new staff have an induction programme.

Performance Management and Staff Development

- Ensure that performance reviews are conducted regularly by supervisors; provide training and advise to managers on effective implementation of performance management, this includes:
- Ensure the effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
- Coordinate coaching, mentoring and other developmental opportunities;
- Helps in recognition and rewards for outstanding performance;
- Ensure the documentation of performance that is less than satisfactory, with appropriate performance improvements/work plans
- Analyse on an ongoing basis the organisational staffing profile and, in conjunction with senior managers, advising on job holder competencies and skills in light of changing contexts and content
- Providing guidance on staff capacity building and in formulating the annual training calendar, and offering expert facilitation of in-house training programs such as performance management workshops and orientation programmes
- Ensure that staff have access to HR guidance on individual development opportunities arising from performance review feedback and personal career development interests.
- Maintain a talent matrix for the country office..

SAFEGUARDING :

- Supervise the Safeguarding & HR Officer in implementing safeguarding activities;
- Provide guidance on safeguarding protocols, policies and practices.

COMPETENCES AND BEHAVIOURS (Our Values in Practice)

Core Competencies

(Select just the 4/5 key competencies essential to succeed in the job I and delete the others)

Delivering results – Developing self and others – Problem solving and decision making – Working effectively with others – Communicating with impact

Adhere to SCI Values: Accountability; Ambition; Collaboration; Creativity; Integrity

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

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Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

- Recommended minimum of 5 years' experience of Human Resources experience in a corporate or an INGO environment;
- Experience of Office or/and Administration Management in similar organisation;
- Bachelor degree in Human Resources Management, Business Administration, Social Sciences, or other related academic discipline, and/or a postgraduate specialisation in Human Resources;
- Ability to plan and organise a substantial workload that includes diverse tasks and responsibilities;
- Knowledge of employee and staff representative relations and develop and maintain knowledge of current employment legislation;
- Demonstrated credibility with colleagues and stakeholders at all levels of an organization;
- Excellent oral and written communication skills in French and English;
- Strong interpersonal skills with the ability to demonstrate skills in leading a multi- disciplined team through a period of change;
- Ability to handle multiple priorities;
- Competent level skills in core IT applications, particularly MS Office;
- A commitment to the values and principles of Save the Children International.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by:

Date:

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date:

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