

Job Title	HR Advisor
Division	Human Resource
Location	Located within +2 and -2 GMT
Duration	Short Term Fixed Contract

Purpose

The HR Advisor provides practical, timely support, advice and direction to ForAfrika staff on the full life cycle of HR activities. Reporting to the HR Director, he/she will be involved in HR policy and procedures interpretation, legal regulations as well as provides support on employee relations as well as compensation and benefits practices. The HR Advisor will be the key point of contact for all employees and also serves to facilitate the timely engagement of ForAfrika Country Offices and affiliates for HR best practice activities. This position truly is a generalist in its nature.

Key Responsibilities:

- Coordinates and facilitates on-boarding and off-boarding of all staff;
- Manages and supports operational issues related to employees, including related allowances, health and welfare and pension plans, and others as identified;
- HR Operations – Employee life cycle
- Raises HR-related issues with managers in a proactive and diplomatic fashion, identifying practical solutions and appropriate action plans;
- Reviews, revises and streamlines general HR procedures and forms to enhance efficiency and effectiveness;
- Collaborates with the Recruiting team to analyze and generate offers of employment, with a focus on applicability of ForAfrika policies as related to allowances and other applicable benefits;
- Utilizes outside resources in order to address employee issues and concerns as needed;
- Conducts exit interviews, identifying trends and recommending actions to address concerns;
- Develops and maintain human resources reports for management, utilizing standard HR-related metrics;
- Develops, updates, implements and/or communicates personnel policies and procedures in compliance with standard HR practices, laws and regulations;
- Understands and is able to serve as back-up on all functions completed by the fellow HR Officers, including payroll, HRIS, onboarding and off-boarding. In addition, to back stopping HR functions in other Country Offices.

Compliance

- Conduct periodic internal audits to ensure compliance with ForAfrika standards
- Identifies avenues for communication and knowledge sharing via sharing tools and other innovative methods;
- Maintain all HR files in an easy-to-navigate electronic files, in compliance with document retention policies;
- Other duties as assigned.

Basic Requirements:

- Bachelor's Degree; plus a minimum of eight years relevant Human Resources experience;



- Critical thinker with constructive approach to problem solving. Will have the ability to identify issues and opportunities, provide recommendations and solutions in order to reach consensus with multiple stakeholders;
 - A focus and dedicated approach to providing effective customer service;
 - Demonstrated sensitivity and discretion when handling confidential information;
 - Demonstrated cross-cultural competencies;
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- Closing date 29th Sept 2023, email: recruitment.sa@forafrika.org