

Job Description



Job Title:	Interim Human Resources Officer		
Cluster:	Secretary General's Office		
Salary:	US \$ 36061 per Annum (Excluding benefits)	Contract Type:	5 months
Location:	Remote		
Reports to:	Head of People		
Direct Reports:	N/A		
Job Role			
Role Overview:	<p>The Interim Human Resources Officer role is responsible for providing a professional, staff-focused, and effective human resource service, including but not limited to recruitment and selection, staff relations issues, performance management, remuneration and benefits management, assistance in policy development and compliance, and learning and development.</p>		
Areas of Responsibilities	Key Activities		
Human Resource Strategy and Administration	<ul style="list-style-type: none"> • Contribute to the implementation of annual HR workplans that aim to successfully achieve the HR strategy. • Actively collaborate with the Equity and Engagement Officer in creating safe spaces and channels for staff engagement. Assist in embedding Diversity and inclusion principles and practices by promoting the values of the organisation and creating safe spaces and channels for staff engagement • Process payroll for staff including processing staff benefits, the addition of new hires, terminations, ensuring appropriate staff changes factored into payroll, and remuneration changes. • Ensure compliance with visa requirements by liaising with immigration consultants around visa requirements and provide supporting documentation including but not limited to local motivation, accommodation, invitation, repatriation letters. • Update, implement and manage effective HRMIS human resources management information system). • Participate in on onboarding exit interviews process. • Assist in implementing induction and onboarding guidelines and checklists to align with the CIVICUS induction and onboarding approach. • Conduct the induction and orientation of new staff on the HR Handbook, and the HRMIS • Reporting on: Monitoring and Evaluation Results (pay parity, turnover, performance scores, staffing) and Employment Equity. • Annual audits – participate in interviews with auditors, preparation, submission, and answering queries 		
Recruitment and Selection	<ul style="list-style-type: none"> • Co-ordinate and oversee all aspects of the recruitment and selection process, in liaison with the recruiting line manager, ensuring that CIVICUS's recruitment process and good practice are carried out in all recruitment and selection activity. • Ensure effective implementation of the CIVICUS's Recruitment and Selection Policy and Guidelines • Work closely with the HR Administrator to ensure a coordinated approach to recruitment throughout the organisation, 		

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	<ul style="list-style-type: none"> • Develop and maintain accurate and relevant recruitment statistics to enable Head of People to identify key trends and solutions. • Provide guidance to staff involved in recruitment on best practices and equal opportunities. • Implement cost-effective recruitment platforms by utilising and capitalising on free online advertising platforms. Participate in interviews as required
Performance Management	<ul style="list-style-type: none"> • Participate in the Performance Management cycle by ensuring timely communications on the performance management process to all managers and staff. • Provide advice and support on performance-related issues
Remuneration and Benefits	<ul style="list-style-type: none"> • Collate salary information/ motivations for management consideration. • Assist in implementation and documentation of any changes related to remuneration: Cost of living increases; pension allowances; medical aid allowances
Employee Relations	<ul style="list-style-type: none"> • Provide advice and guidance to line managers on employee relations issues.
Learning & Development	<ul style="list-style-type: none"> • Implement and assist with the development of guidelines, templates, and tools to be used, in relation to learning and development i.e. Training Needs Analysis, L&D Policy, Evaluation Forms • Prepare and submit information to statutory and regulatory bodies e.g., Seta
People Management	<ul style="list-style-type: none"> • Contribute to a team culture that values collaboration internally, cross-functionally, and in partnership with other Clusters. • Arrange staff wellness days/ participate in staff engagement initiatives. • Liaise with service providers (e.g., LifeWorks) to offer counselling services to all staff on work-related matters and social problems and makes referrals to professional bodies where appropriate.
Other	<ul style="list-style-type: none"> • The role holder will from time to time be required to carry out any other duties that are within the scope of the job. • All staff will demonstrate Civicus values and principles in all their professional relationships and any interactions that may reflect on Civicus
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in human resources management and/or Organisational/Industrial Psychology • Excellent verbal and written communication skills in English

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Essential Knowledge, skills and Experience	<ul style="list-style-type: none">• Minimum 3+ years work experience in a human resource role.• At least 2 years developing attainable and effective HR/OD workplans.• Experience working in a similar capacity for an international/NGO organisation and/or experience working for a global organisation• Strong experience in providing a broad range of high-quality HR policy advice (including disciplinary and grievance) to managers and staff• Strong experience in managing and undertaking a high-quality recruitment and selection process within an equal opportunities' framework• Experience in the implementation and maintenance of an HR/OD Management Information System• Assist in designing and coordination Strong and effective communication skills, with proven ability to negotiate and influence change, with sensitivity• Strong organisational skills to assist with the implementation of HR Projects• Excellent IT skills, including experience with MS Office and Human Resource Information Systems• Basic knowledge of Immigration/visa types• The ability to always work with discretion and confidentially
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Knowledge of Sage systems - Sage Evolution, Sage 300 People is advantageous.• Managerial/ Supervisory experience• Certification in or experience in facilitation, training, and coordination• Registration/Membership with a professional HR body would be an added advantage.