



JOB POSTING – People and Culture Specialist, Ethiopia

Organization:	Right To Play Ethiopia
Department/Division:	People and Culture
Reports to:	Country Director, Ethiopia
Work Location:	Addis Ababa, Ethiopia
Authorized to work in:	Ethiopia (Eligible to work legally without work visa sponsorship)
Target Hiring Range:	Local salary scale applies (Grade 7). Hiring range and benefits will be shared with applicants as part of the recruitment process. Please note that this is a national position and salary will be paid in local currency.
Target Start Date:	As soon as possible
Contract Duration:	Full-time, long-term engagement with an initial one-year contract
Application Closing Date:	October 14, 2024 23:59 EAT

ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

OUR CULTURE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The People and Culture Specialist oversees, provides counsel, and supports the organizational People and Culture (P&C) functions within Ethiopia; you will guarantee the strategy's development and implementation, as well as adherence to policies throughout all stages of employment. You will be responsible for managing P&C





operations such as recruitment, career progression, training, compensation, analytics, employee engagement, health and safety, P&C financials, and workforce relations in the country office. Additionally, you will head both the communications and the safety and security departments at the Country Office. The P&C Specialist directly reports to the Country Director (CD) and has a technical reporting line to the Director P&C for Country Offices.

WHAT YOU'LL DO:

#1: Resource planning, recruitment and onboarding (20% of Time):

- Supports managers in developing and updating job descriptions that are reflective of current responsibilities of staff
- Participates in job evaluation exercises and makes recommendations in respect of country structures and ensures that organograms are up to date
- Manages the end-to-end recruitment cycle from job description review to contract negotiation and signing and participates in interviews
- Updates recruitment records in the HRIS (My Play Portal) and the applicant tracking systems (VidCruiter)
- Provides guidance to managers on recruitment and contract extension processes in adherence to the Recruitment and Data protection policies
- Coordinates the placement of interns and volunteers and administers their related issues and manages their records
- Works closely with hiring managers to ensure that the pre and on-boarding processes are well executed and that all new hires are fully integrated by their third month with RTP
- Participates in selected partner's recruitment processes as requested by the partners and respective donors, ensuring safe and transparent recruitment standards
- Supports technical leads with selection of consultants to ensure safe recruitment standards

#2: Offboarding, HR information management and reporting (HRIS) (20% of Time):

- Conducts exit interviews, compiles, and analyses the information and makes recommendations to the Senior Management Team (SMT) and to the Global P&C Team
- Manages all employee data in HRIS (My Play Portal) and ensures that information is up-to-date and accurate in soft and hard copies (if required in country)
- Ensures all changes in staffing are reflected in HRIS including adding new hires, making changes in contract status, and terminating staff
- Maintains all P&C information electronically in SharePoint (PlaySpace) e.g., disciplinary and grievance records, organograms, insurance/medical policies, etc. and ensures employee data is managed under the Data Protection Policy
- Generates reports from HRIS to support decision making at country office and global levels
- Conducts regular checks to ensure accurate and up to date HR information and documentation
- Provides information for audits as required

#3: Engagement and employee relations (15% of Time):





- Monitors and manages employee relations issues, maintaining confidential records related to grievances and complaints and coordinates their resolution
- Conducts investigations as requested and liaises with legal firms to resolve cases when needed in liaison with the Director of P&C, Country Offices
- Reports to global P&C related cases, terminations and complex ER cases
- Ensures transparent, fair and consistent application of disciplinary measures
- Reviews and provides advice on policies that would prevent recurring conflicting situations
- Proactively works with managers to implement employee contractual changes such as contract extensions, promotion, transfers, or terminations
- Designs and implements a comprehensive communication plan whereby the employees are kept abreast of issues related to P&C matters
- Acts as a role model and coordinates structured initiatives to promote RTP Culture Code
- Under the guidance of the Director P&C, Country Offices, responds to legal challenges seeking legal advice as appropriate and ensuring that practices are aligned with RTP values and respective local laws and regulations
- Ensures that RTP remains compliant with all P&C regulations in the Country Offices

#4: P&C strategy, plan, policy and compliance (10% of Time):

- Supports the Director P&C, Country Offices and CD on the development of the P&C in country strategy and plan; leads on its implementation and ensures the local P&C strategy aligns with the Global P&C strategy
- In collaboration with the Director P&C, Country Offices, develops, reviews, and updates the Employee Handbook ensuring that it reflects global policies, good practice and is legally compliant
- Ensures effective, timely and clear communication of P&C policies and procedures
- Conducts refresher training on RTP policies as required
- Participates in the budgeting process, monitors in country P&C financial performance and coordinates with Finance team and Country Director to ensure alignment with the approved budget
- Works closely with CO leadership and Global P&C team to support project team(s) in preparing project budget(s) related to staffing
- Stays abreast of developments in various areas of People and Culture and shares information with the SMT and P&C HQ
- Develops and maintains updated in-country Internal policies in alignment with the latest country local laws, RTP approach and donor requirements
- Provides guidance on requests for approval of policy exceptions and escalates to the relevant person for consideration
- Reviews and provides advice on interpretation of P&C policies, regulations and rules; informs staff of their rights, responsibilities relating to code of conduct, sexual exploitation and harassment policies and difficulties associated with work and entitlements
- Creates systems and processes to support the consistent, compliant and comprehensive application of RTP P&C practices and policies

#5: Rewards and payroll (10% of Time):



- Manages and provides advice to staff and management on salaries and related benefits such as health insurance, life insurance, employee retirement benefits) and other entitlements
- Manages benefits programs within the country including the enrolment of benefits for eligible employees and the removal of departed ones
- Liaises with HR service suppliers and insurance company regarding employees' benefits
- Keeps abreast with the latest development in employment related laws in the country; ensures that RTP complies with all government statutory regulations and recommends changes to benefits and entitlements on the basis of local labor laws
- Reviews the country office payroll, reports and communicates adjustments to the country finance team by the local payroll cut-off date
- Supports the annual salary and benefits survey and other initiatives to improve Total Reward in the country office

#6: Performance management, training and development (10% of Time):

- Facilitates and monitors the implementation of RTP performance appraisal policy; ensures that managers are equipped with the necessary skills to set objectives, conduct probationary evaluations and annual appraisals.
- Supports the supervisors in determining training needs of their team, discuss those needs with the SMT and assists SMT team in determining appropriate staff development plans.
- Creates the country annual L&D plan in coordination with HQ P&C team and develop a database of providers which are quality assured
- Coordinates the delivery of training and development programs and employee mobility programs to build the capacity of the country team
- Evaluates effectiveness and impact of staff development and career support programs and recommends ways to enhance effectiveness and impact
- Delivers selected L&D sessions including changes in policies and processes.
- Maintains L&D records and attendee lists

#7: Safety and safeguarding (10% of Time):

- Provides advice on safety and security issues to country employees as well as other RTP global teams visiting the country
- Liaises with local officials, UN, NGOs and other agencies regarding security issues and ensures staff safety in countries where there is no security dedicated person
- Contributes to establishing a culture where safeguarding is taken seriously by the SMT and other employees
- Works with programs and logistics teams to ensure that the templates used for contracting have relevant sections clarifying expectations and accountabilities in safeguarding
- Coordinates trainings for employees and partners to ensure clarity around safeguarding expectations and code of conduct and maintains a register of all trained individuals
- Collaborates with the Global Safeguarding Specialist to ensure that all safeguarding concerns raised are addressed promptly
- Participates in INGO/NGO forums to share information on the subject among others





- Conducts safe recruitment for all vacant positions making sure that all measures are taken at every step to implement safeguarding best practices
- Performs other duties as assigned

#7: Communications and Administrative Support (5% of Time):

- Ensures brand compliance across all materials, projects, and offices
- Ensures compliance with all communications and social media policies
- Responds to requests from global and National Offices teams for success story development, content collection, and program updates
- Manages the in-country social media accounts, if they exist
- Attends the relevant global (all-hands) communications and Country Office Community of Practice meetings
- Creates and updates communications collateral
- Maintains CO physical filing
- Coordinates meeting with external parties as required
- Provides other administrative support to ensure efficient office operations

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Human Resources/business or related discipline

EXPERIENCE:

- Extensive experience in human resources management
- Experience working with HR Information Systems (HRIS) and Applicant Tracking System (ATS), e.g. SagePeople VidCruiter, Workday, etc.
- Experience of managing employee relations cases and working with legal firms
- Experience of managing HR service providers
- Demonstratable experience facilitating training sessions

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to promote inclusivity and diversity in the workplace and within the team
- Ability to build professional partnerships with staff and managers
- Ability to maintain confidentiality and foster trust and respect
- Self-motivated and highly organized, detail oriented
- Flexible, comfortable with deadlines and able to work well under pressure
- Comfortable with ambiguity; ability to analyze the situation and come up with solutions
- Ability to maintain a fair balance between seeking the interests of the staff and safeguarding the principles and integrity of the organization
- Ability to take an impartial stand on P&C issues and recommend courses of action
- Strong team player

TECHNICAL SKILLS:





- Knowledge and understanding of local labor law, employment standards, occupational health & safety and human rights legislation
- Knowledge of principles and procedures for staff recruitment, selection, training, compensation and benefits, job design, labour relations and negotiation
- Strong MS office and the ability to use technology to collaborate across a global organization

LANGUAGES:

- Fluency in spoken and written Amharic and English

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Master's degree in Human Resources/business/public administration or related discipline
- Human Resources or Business Administration Certification
- Experience in human resources management in NGO working at the Country Office
- Knowledge of donor requirements and International Development Agencies standards

WHO YOU ARE:

You are passionate about our commitment to help children and youth rise above life's challenges through the power of play. You are highly collaborative and a relationship builder with a passion for humanitarian work, human rights and social change. You have been involved in adapting global policies to fit the local context, working closely with a legal advisor and the country senior management team. Your attention to detail is great and you have a positive, follow-through mindset. You are focused on creating a positive experience for all employees, partnering with the managers and P&C team at HQ.

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical and life insurance, transportation allowance)
- 20 paid vacation days per year
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs





- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link:

<https://righttoplay.hiringplatform.ca/190941-people-and-culture-specialist-ethiopia/831557-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

