

## People and Culture Coordinator -HRIS

Location: [Africa] [Rwanda]

Town/City: Kacyiru Sud

Category: Human Resources

Job Type: Open-ended, Full-time

### JOB OPPORTUNITY

#### People and Culture Coordinator -HRIS

World Vision is a child-focused Christian humanitarian organization implementing development programmes in 28 Districts of Rwanda. Our interventions are currently reaching more than 1.5 million people.

World Vision Rwanda seeks to hire a highly-qualified, dedicated and experienced national for the role of People and Culture Coordinator. This critical position will be based at the Kigali Head Office and reporting to the People and Culture Director.

#### **Purpose of the position:**

The job holder is responsible for Human Resources Information Systems (HRIS) management, payroll administration and statutory deductions and declarations within World Vision Rwanda.

#### **The major responsibilities include:**

% Time	Major Activities	End Results Expected
40%	HRIS (OurPeople System) Administration and Management.	<ul style="list-style-type: none"><li>• HR data maintained and</li></ul>

	<ul style="list-style-type: none"> <li>• As the WV Rwanda OurPeople system super user, maintain and update the WV Rwanda HR data in the Our People (HRIS) system.</li> <li>• Update all the People and Culture (P&amp;C) data in the system</li> <li>• Ensure that all available OurPeople system modules are fully operational with accurate and complete information for decision making</li> </ul>	<p>updated in OurPeople system</p> <ul style="list-style-type: none"> <li>• Zero error status of OurPeople dashboard</li> <li>• Our People system is fully operational with 100% accuracy and effectively utilized</li> </ul>
40%	<b>Payroll Administration</b> <ul style="list-style-type: none"> <li>• Collate and review all payroll related documents in preparation for payroll processing.</li> <li>• Compile and analyze monthly WV Rwanda staff compensation and benefits data in the payroll software</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of the payroll ensured</li> <li>• The payroll system updated</li> <li>• Accuracy and timeliness of Social Security and Income tax declaration</li> <li>• Final pay for exiting staff</li> </ul>

- Ensure accuracy and timeliness payment of the monthly salaries.
- Manage staff issues related to compensation and benefits
- Keep the payroll system updated at all times
- Liaise with the payroll software service provider for any required support
- Provide support in conducting market surveys and benchmarks that will ensure that WV Rwanda stays competitive within the labour market
- Prepare monthly declarations for Social Security contributions and income tax accurately and timely
- Prepare all final payments for exiting staff

is processed accurately and timely

- Good relationship maintained with service provider

	<ul style="list-style-type: none"> <li>• Process payments for casual staff, interns and other payments processed by P&amp;C</li> </ul>	
20%	<p><b>Capacity Building and Reporting</b></p> <ul style="list-style-type: none"> <li>• Train and assist WV Rwanda staff on the use of the OurPeople (HRIS) system's Employee Self Service and Manager Self Service options.</li> <li>• Produce reports and analysis from the OurPeople (HRIS) System for data quality assessment and other key performance measures required by WV</li> <li>• Produce reports on staff turnover and workforce planning for senior leadership decision making</li> </ul>	<ul style="list-style-type: none"> <li>• OurPeople system users supported effectively</li> <li>• Timely and updated reports produced for decision making</li> </ul>

**Minimum education, training and experience requirements to qualify for the position:**

- University Degree in Business Administration, Human Resources Management, Information Systems, or any other related field
- A minimum of 2 years in HRIS and Payroll Administration
- Excellent use of HR Information Systems
- Proficiency in Systems Applications
- Advanced knowledge on use of Payroll systems

**Preferred Skills, Knowledge and Experience:**

- Experience in NGO
- Excellent interpersonal skills
- Excellent communication and negotiation skills
- Ability to multi-task
- Ability to work under pressure
- Team player who is detail-oriented
- Expert knowledge of local labour legislature
- Ability to function in a cross-cultural environment

**Salary:**

The salary is commensurate with qualifications and experience.

**NB: Women are highly encouraged to apply.**

**How to apply:**

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-rwanda>

If this is your **first time applying online** via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process.

**All applicants must apply using our online application system,** CVs received via email or standard post will NOT be considered.

In case you face any challenges in applying, please let us know on [wvrwanda-recruitment@wvi.org](mailto:wvrwanda-recruitment@wvi.org) (no applications will be accepted through this email).

The closing date for submission of applications is **10th March 2021; no late applications will be accepted.**

World Vision is committed to adult and child safeguarding and does not employ staff whose background is not suitable for working with children and vulnerable adults. All employment is conditional upon successful completion of all applicable background checks, including criminal record checks.

