

## People & Culture/HR Ass. Director/Team Lead

Location: [Africa] [Lesotho]

Town/City: Mphahle's Hoek

Category: Human Resources

Job Type: Fixed term, Full-time

People & Culture/HR Associate Director/Team Lead

LOCATION: Maseru

REPORTS TO: National Director

GRADE LEVEL: 17

### PURPOSE OF POSITION:

This role contributes to the strategy of WV Lesotho by providing overall leadership to the People & Culture/HR function, providing efficient leadership, advisement and oversight. The role is positioned strategically to facilitate the process of management and alignment to regional and international People & Culture strategies, ensuring development of effective and aligned WV Lesotho human resources strategy, initiatives, and projects, in advancement of the broader objectives of the National Office, Regional & Global Strategies, related to people management and organizational development and effectiveness.

### MAJOR RESPONSIBILITIES:

#### Leadership:

Advice and support the National Director and the Senior Leadership/Management Team, on all aspects relating to Human Resource Management and Organizational Development, to create an enabling environment and increase people's productivity.

Take the lead in the execution of the National Office People & Culture strategic objectives, ensuring that these are in line with the Partnership P&C strategy.

#### Strategy:

Take the lead in the development of WV Lesotho P & C strategy, priorities, and plans, ensuring that they are well integrated and effectively monitored for execution and quality results.

Participate and contribute in the development or review of WV Lesotho Strategy, ensuring that P&C objectives and priorities are well incorporated, in alignment with National, Regional, and Global Strategic objectives.

#### Organizational Development and Culture:

Facilitate the organizational design and development processes for WV Lesotho, working collaboratively with the ND and broader Management.

Work in conjunction with National Director/ SLT and SAR People & Culture to execute partnership and local OD & change management initiatives.

Initiate, review, contextualize, and administer effective People & Culture policies and programs.

Conduct the Partnership satisfaction and engagement initiatives within WV Lesotho and lead efforts to respond to issues surfaced.

Administer ER policies and programs in WV Lesotho and contextualizes as appropriate.

#### Technical and Operational Support:

Work closely with Management in providing technical guidance and inputs in the areas of Human Resources and Organizational Development.

Adopt creative and innovative P & C strategies and practices in recruitment, total rewards, talent and performance management, staff care and human resource development.

Lead the WV Lesotho P&C team in developing long term and short-term business plans.

Lead and manage WV Lesotho P & C Team, ensuring effective and efficient services to all stakeholders.

Facilitate implementation of P&C initiatives implemented in SAR such as Hay, Leadership Development, Talent Management, Succession Planning etc.

Ensure that P&C systems, policies and procedures meet the minimum P& C standards for effective management of human resources.

Support Management in providing appropriate organizational diagnosis and solutions to enhance its effectiveness in alignment with global and regional strategies and priorities.

Provide P&C leadership and coordination in Cat II & III relief responses.

#### Knowledge Management:

Lead the process of continuous learning and improvement in P&C practices, processes, systems and tools that will enhance the efficiency and effectiveness the organization.

Encourage mutual learning between WV Lesotho and other offices within and beyond the Southern Africa Region.

Contribute to the establishment and use of WV Lesotho database and e-resources including good practices relating to human resources and organisational development as part of wider knowledge management strategy.

#### Internal and External Liaison and Coordination:

Act as a strategic link and focal point for regional P&C, connecting WV Lesotho office for mutual support.

Participate and actively contribute in partnership forums, working Groups and networks related to P&C as deemed necessary by regional leadership.

Work with Management to ensure sound P&C practices within the wider ministry of WV Lesotho.

Facilitate strategic, healthy, and constructive relationships and networks with key external stakeholders e.g. relevant government ministries, for efficiency in services rendered to the organization at any given time.

#### General:

Work closely with the members of the SAR and SAR P&C team to promote mutual learning, support and accountability.

Support the National Director in constructively representing the P&C issues and providing periodic reports to the Governance & Nominations Advisory Council Committee and the Advisory Council.

Perform any other tasks assigned by the National Director and Regional P&C Director.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Degree in Human Resources Management, Industrial Psychology, or related fields. Post graduate qualification is preferred.

- Requires 10 years' experience in Human Resources Management, with significant organizational development (OD) experience, in a complex, international organization (preferably in an INGO context).
- Proven track record of effective contribution and communication within the top leadership level, reporting to a CEO-type role.
- A thorough understanding of and a proven track record in all areas of Human Resources Management, Organizational Development, and Change Management practices, processes, and dynamics.
- Significant senior level leadership experience
- A mature and committed Christian who can lead Spiritual Nurture activities; attends and participates in weekly chapel and daily devotional meetings
- Fluency in English

#### OTHER POSITION REQUIREMENTS:

Language

Basic Conversation: English

Business Communications: English

Fully Fluent: English

Other

Must be adaptable and able to deal with an atmosphere of change and uncertainty.

Must be willing and able to travel to the programs

#### CORE COMPETENCIES:

Leadership:

Model self management

Engage, influence, lead and grow others

Run an effective and agile organization

Develop the organization for the future

Core:

Be Safe and Resilient

Build Relationships

Learn & Develop

Partner & Collaborate

Deliver Results

Be Accountable

Improve and Innovate

Embrace Change

**The position is contract based (2 years fixed term contract)**

## REMUNERATION

*Competitive with market standards*

Closing date **23 January 2022**

If you have not heard from by **04th Febraury 2022** consider your application unsuccessful

**As a Child focused organization, World Vision Lesotho is committed to the protection of children and does not employ staff whose background is not suitable for working with children. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible. WORLD VISION DOES NOT REQUIRE ANY FORM OF PAYMENT FOR JOB PLACEMENT.**