

**Practical  
ACTION**

# **JUNIOR PEOPLE & CULTURE OFFICER -WEST AFRICA**



## ABOUT US

We are an international development organization putting ingenious ideas to work so people in poverty can change their world. We work with communities to develop ingenious, lasting, and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big. We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

### OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living.
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

### PRACTICAL ACTION IN WEST AFRICA

West Africa Office (PAC WA) is based in Dakar, Senegal since 2014, represents the consulting arm of the organization. We provide independent and professional technical assistance and advisory services to changemakers, including governments, NGOs, donors, and the private sector. In 2020, we began conceptualising and implementing transformative programmes in Senegal, Mali, and Burkina Faso, leveraging our extensive experience in energy, climate change, sustainable energy-agriculture nexus, and disaster risk reduction.

In West Africa, we are working with smallholder farmers to improve their agricultural productivity and partner with communities most affected with climate hazards to demonstrate new approaches to climate resilience. We deliver impact through consulting and knowledge-based work. This includes signature pieces in Benin, Mali, Togo, Burkina Faso and Senegal focused on the sectors of agriculture, energy access and climate information services.

## ABOUT THE ROLE

Supporting the operational functions of the people and culture operations including staff welfare, recruitment and selection, onboarding processes, rolling out of P&C policies, rules and regulations, payroll administration, compliance and staff performance evaluation.

### Job Profile Details

<b>Job Title</b>	Junior Officer - People and Culture
<b>Reporting to</b>	Head of Finance and Admin
<b>Matrix Line Manager</b>	Regional Director West Africa
<b>Grade</b>	TBC
<b>No of Positions</b>	1
<b>Location</b>	Dakar in Senegal
<b>Duration</b>	1 year renewable upon availability of funds.

### ACCOUNTABILITIES

- Promote an organizational culture of learning through collaboration, communication and shared ownership of our ways of working
- Ensure our policies and procedures are rolled out, understood, signed up and applied correctly.
- Support line managers in conducting timely quarterly people management conversations with direct and matrix reports, set objectives and provide feedback and support to achieve the set targets.
- In collaboration with SMT and Head of People And Culture Africa, plan and support the implementation of best practice people & culture interventions across the region.
- Coordinate and maintain People And Culture policies relevant to the regional environment actively raising awareness of these policies and procedures with staff, consultants and other relevant people with privacy and data protection requirements.
- Commitment to Safeguarding and protecting children and vulnerable adults, pre-employment checks including criminal checks and terrorist financing. Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such all staff are expected to uphold safeguarding standards.

# Practical ACTION

- Contribute to Safeguarding initiatives across the region, ensuring that all staff and consultants understand our policies, reporting mechanisms and that any safeguarding issues or concerns are raised at the appropriate level in a timely manner and contribute to addressing any issues as part of a situation management team, where appropriate.
- Contribute to Safety and Security in the workplace as a duty of care and ensuring that incidents are reported earnestly using the Security Incidents Reporting Mechanisms,
- Collaborate with management in identifying People And Culture practices that are compliant with legal, internal, donor and other good practice requirements and advise management on interpretation and application of rules and regulations including employment laws.
- In collaboration with Head of P&C Africa, support the remuneration committees for West Africa ensuring appropriate analysis in advance, proposing ways forward (in coordination with finance and RD) and facilitating the process.
- Work with the SMT to develop and implement initiatives that actively foster a management culture that provides opportunities for learning, development and growth of emerging talent.
- Ensure that new and transitioning employees are provided with an inspiring, supportive and effective induction programme.
- Coordinate and maintain effective and transparent recruitment processes and ensure that key positions are staffed with the caliber of staff who are motivated to meet ongoing organisational targets. Support hiring managers in developing high quality JDs throughout the recruitment process.
- Work with SMT and their teams to ensure they have the right people, capabilities and structures in place to achieve the desired results.
- Contribute to quarterly internal reporting on People and Culture areas.
- Work together with Head of P&C Africa on people and culture Metrics, Gender Pay Gap, E-learning, Global Staff Surveys etc. and ensure that appropriate actions are taken to address challenges as well as celebrate successes.
- Maintain accurate employee files that document all stages of the employee lifecycle and meet minimum standards of governance and good practice, including accurate job descriptions, contracts, qualifications, references, pay changes etc. Ensure a strong internal control system that safeguards personnel files and data protection.
- Visit project sites as necessary to facilitate and oversee the field activities in relation to people.

## **ONBOARDING**

- Support onboarding processes, monitoring, reviewing and addressing bottlenecks throughout the process ensuring all new staff go through the induction process.
- Support trainings on Practical Action mandatory policies/trainings (Ethical Working & Global Diversity & Dignity, Safeguarding Training, Financial Crime, Gender Intelligence)
- Any other duties assigned by line management

## **STAFF BENEFITS AND WELFARE**

- Act as the contact person and handle all staff queries related to various insurances.
- Organize wellness days for staff in conjunction with the insurance schemes.
- Produce monthly utilization reports of the insurance schemes to SMT.
- Lead in staff welfare activities, including staff end-year party and other welfare initiatives
- Lead in organising staff welfare committee meetings
- Contribute to the development and/review of administration policies, procedures ensuring legal compliance locally and within the organization rules and regulations
- To ensure and effectively monitor that all engaged international staff have valid documents
- Ensure the compliance of annual leave management and records

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

### **Essential**

- Bachelors degree in Human Resources, Business Administration or Social Science
- Minimum of 2 years field experience in Human Resources with a focus on recruitment and on boarding in a corporate or an NGO environment
- Excellent negotiation skills and the ability to work comfortably with a diverse staff pool
- Demonstrated attention to detail, ability to follow procedures and meet deadlines
- Good knowledge and experience of Income Taxes and generalist HR issues, including Senegal Employment Law, recruitment and selection, interpretation and application of policies and procedures,
- Excellent presentation, facilitation and communication skills (Verbal and Written)
- Strong team player, collaborative and capable of building effective relationships across all levels
- Proficiency in Microsoft Office products (Word, Excel, Outlook, Powerpoint) and ability to use the internet to obtain data and reference materials.
- Fluency in English, both verbal and written
- Strong results orientation, with the ability to challenge existing mind-sets

## **APPLICATION INFORMATION**

- **LOCATION:** This role is being advertised to attract suitable candidates from West Africa Region. The successful candidate could be based in Dakar Senegal, therefore the right to work for the respective country is essential.
- **SALARY:** The salary and benefits will be applied according to the salary scale in the country where the candidate is appointed.

Practical Action is an equal opportunities employer, and we encourage applications from under-represented groups. We stay committed to cultivating an inclusive and diverse working environment and believe that people from different backgrounds or cultures give us different perspectives, and the more perspectives we have, the more successful we will be. By building a culture where everyone feels heard, respected, and valued we give everyone working with us the opportunity to achieve their full potential.

Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks including criminal checks and terrorist financing. Please note that should we recruit a suitable candidate before the closing date, we will close applications earlier than the specified date.

## **HOW TO APPLY**

**A detailed Job Profile can be accessed from the download section.**

If you have the experience, skills and the ability we are looking for, please forward your application letter and updated CV to [westafricarecruitment@practicalaction.org](mailto:westafricarecruitment@practicalaction.org), clearly indicating the job title of the position you are interested in.

**The application deadline is July 1<sup>st</sup>, 2024, 5:00 PM**

Only shortlisted candidates will be contacted for further processes.