TERMS OF REFERENCE – HUMAN RESOURCES SPECIALIST

**Position Title:** Human Resources Specialist

**Job Type:** Full Time

**Location:** Remote (Africa)

**Reports to:** Director of Operations and Strategic Initiatives

1. **ABOUT AFRICANENDA**

AfricaNenda is an African-led team of experts committed to unlocking the potential of digital financial services for the financially excluded across the continent by accelerating the scale-up of instant and inclusive payments systems. Our approach is to provide public and private sector stakeholders with technical expertise and the capacity to reduce barriers to digital payments. We want to enable everybody in Africa to make digital transactions seamlessly and at a low cost wherever they are on the continent by 2030. Visit our website for more information: www.africanenda.org

2. **PURPOSE OF THE POSITION**

The HR Specialist will be a pivotal member of our team, managing all aspects of human resources to support our fully remote workforce. This role requires a blend of strategic thinking and operational execution, ensuring the organization's HR needs are met efficiently and effectively.

3. **KEY RESPONSIBILITIES**

The job holder will be part of the Operations team and will be responsible for carrying out tasks in one or more of the following areas of Human Resources:

1. **Personnel Administration**
   - Managing individual staff rights and entitlements, including salaries and allowances as well as the administration of employment contracts and procedures related to staff taking up duties, probationary periods, contract renewals and end of service.
   - Managing and supporting procedures related to staff working conditions, time management, leave and absences, and compensation and resolving any issues that may arise.

2. **Recruitment and Selection**
   - Recruit for open positions and perform the full life cycle of recruiting activities including sourcing and screening applicants, drafting offer letters, providing follow-through with candidates, and reporting recruiting statistics.
3. **Employee Health and Wellbeing**
   - Coordinating activities related to staff health and well-being at work, such as ergonomics and health promotion campaigns.
   - Managing the arrangements and administration of the annual and pre-recruitment medical examinations.
   - Cooperating with external suppliers providing services in the area of staff health and wellbeing.

4. **Learning and Development**
   - Planning, organising, and administering training activities, including the procurement of training services.
   - Implement performance evaluation systems that accurately reflect remote work dynamics, facilitating feedback and career development conversations.
   - Identify skill gaps and coordinate training initiatives that cater to the professional growth of the AfricaNenda team.

5. **General HR support** (applicable to all areas mentioned above)
   - Providing advice and support to staff and managers on HR matters in general and specifically in one or more of the above-mentioned areas.
   - Develop, review, and update HR policies, keeping them in sync with legal requirements across African countries and in alignment with remote work best practices.
   - Interpreting and applying rules and regulations, and advising colleagues, staff, and managers accordingly including the drafting of information notes and intranet (SharePoint) content.
   - Champion diversity and inclusion initiatives, ensuring our remote work environment is welcoming and supportive for all employees.
   - Carrying out a range of administrative tasks in the area of HR (including filing, archiving, document registration, maintaining databases, etc.).
   - Utilize HR analytics to provide insights into workforce trends, making data-driven decisions to improve HR practices.

4. **QUALIFICATIONS**
   - Bachelor’s degree in human resources, Business Administration, or related field. Master’s degrees or HR certifications is a plus.
   - Minimum of 5 years of HR experience, with at least 2 years in an international or remote work environment, preferably in the non-profit sector.
   - In-depth knowledge of HR best practices and understanding of labour laws across multiple countries.
   - Experience managing HR operations for a remote workforce.
   - Exceptional communication, interpersonal, and negotiation skills.
• Proficient in HRIS systems and MS Office; QuickBooks knowledge is a plus.
• Ability to handle sensitive information with discretion and integrity.
• Initiative-taking, problem-solving attitude, and ability to work independently.

How to apply
Qualified candidates are invited to submit a CV and cover letter to applications@africanenda.org before 05 March 2024, and the subject line should read “Human Resources Specialist” and relevant files labelled accordingly e.g.: “CV – (Name)”. Please note that incomplete applications will not be considered. As there are several applications, only shortlisted candidates will be contacted. However, we encourage interested parties to continue to check our website for opportunities as they come up.

AfricaNenda is an equal-opportunity employer and strongly encourages applications from people of all backgrounds. We are committed to creating a diverse environment and are proud to be an inclusive organization.