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**HR Officer**

**Department**: Human Resources

**Responsible to:** HR Advisor (Operations)

**Location:** Malawi

**Contract length:** Permanent

**Our vision**

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

**Our mission**

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world’s poorest communities.

**Our values**

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

**Job purpose**

The HR Officer reports to HR Advisor (Operations) and is responsible for supporting Mary’s Meals Malawi’s (MMM) human resource (HR) day-to-day functions which includes recruitment, staffing; leave management, employee counselling; management of pension and group life assurance schemes, group personal accident insurance and medical issues.

The role ensures that HR policies are effectively implemented and that MMM fosters a positive and productive work environment.

**Key activities**

* Ensure that accurate and up to date job descriptions are in place.
* Manage all national staff leave requests including maternity and paternity leave administration and requests for Time Off in Lieu (TOIL).
* Ensure that employee daily attendance is monitored and reported
* Monitor sickness and absence levels and provide monthly reports to the Heads of departments (SLT)
* Provides support in recruitment and selection processes. These include Staff Requisitioning, scheduling and organising interviews, documentation of offer letters reference checks on candidates as required and informing unsuccessful applicants.
* Prepare and maintain accurate employee records in PeopleHR system.
* Conduct self-audits for Staff files to ensure completeness of updated HR databases, records, and reports.
* Coordinate and conduct employee onboarding and orientation sessions.
* Track with Line Managers and HR Advisor to confirm employees upon expiry of probation period.
* Provide guidance and advises employees and line managers on best HR practice and HR policies and procedures.
* Manage the Pension fund.
* Manage health issues including MASM Medical Scheme and medical referrals.
* Support expatriate staff and visitors to process visa applications, residence and employment permits.
* Ensure that all staff benefits such as airtime, data and general office supplies are procured and distributed accordingly each month.
* Assist in organizing training programs and workshops.

Any other duties commensurate with the role.

**Direct reports:**

**Receptionist**

**Office Assistant**

**External relationships:**

**Government agencies**

**Labour Office**

**Immigration**

**Medical scheme insurance**

**Insurance companies**

**Internal relationships:**

***Head of Programmes, Head of School Feeding, Head of MELR, U6 Coordinator, CETM, Finance & Procurement Manager***

**Reports to:**

***Head of HR & People Development***

**Key relationships**



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| --- | --- | --- |
| **Qualifications, skills and experience** | **Essential** | **Desirable** |
| A Degree in a relevant field/subject or its equivalent | ✓ |  |
| At least 3 years work experience in a similar role | ✓ |  |
| Fully up-to-date with all aspects of employment law and HR best practice | ✓ |  |
| Experience in the implementation of employment policies and procedures | ✓ |  |
| Experience at recruitment interviewing and assessment | ✓ |  |
| Ability to work autonomously and flexibly | ✓ |  |
| Influencing, persuading, coaching and negotiating skills | ✓ |  |
| Excellent interpersonal, written and verbal communication skills | ✓ |  |
| Pro-active and self-motivated | ✓ |  |
| Excellent planning and organisation skills to meet deadlines | ✓ |  |
| Proficient in the use of MS Office applications, email and the internet | ✓ |  |
| Excellent attention to detail | ✓ |  |
| Documentation and analytical skills | ✓ |  |
| Co-operative and supportive team player |  |  |
| A good working knowledge of HR systems like PeopleHR | ✓ |  |
| Ability to create HR communications appropriate for the audience. | ✓ |  |

**Mary’s Meals International team member competencies**

All Mary’s Meals International employees approach their role in line with the 7S competency model.

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| --- | --- |
| **Self** | * I demonstrate resilience * I lead by example * I’m authentic and true to Mary’s Meals values * I develop myself and set stretching goals |
| **Service** | * I have a vocational attitude to my work * I inspire hope in others * I build belief that even difficult challenges can be solved * I am committed to serving and enabling all who want to be part of the global movement * I work to ensure our future will be even better than our past |
| **Simplicity** | * I communicate effectively * I follow clear decision making criteria * I create plans that are easy to follow and contribute to organisational goals * I embrace inclusivity and diversity * I focus on delivering results |
| **Stewardship** | * I pay attention to the things that matter – (a) our physical resources; (b) our people * I nurture, develop and respect our relationships with external stakeholders * I deliver on my promises * I am happy to be held accountable and to hold others to account |
| **Strategy** | * I have a point of view about the future * I know our stakeholders and see our priorities clearly * I help others to work in ways that have the greatest impact * I work to deliver my objectives |
| **Strengthen** | * I contribute to a positive work environment * I help and support those around me |
| **Success** | * I maintain my technical competence * I contribute to the success of my team * I am accountable * I embrace change |

**Changes to the job description**

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

**Declaration of acceptance**

I have read this job description and accept it.

Employee name……………………………………………………………………….

Signed ………………………………………... Date……………………………......