

Job/Role Title	Office & HR Administration Senior Officer
Division	Corporate Services
Grade	D
Location	Regional
Responsible to	Head of Corporate Services, Dotted line to People Partner ESEAOR SARO
Date	October 9, 2023

Purpose of the Job: To co-ordinate, organise and deliver HR and office administration support and services to ensure the Regional Office is running effectively, efficiently and in compliance with IPPF policies, procedures and local jurisdictional requirements.

Context of role:

The People Partner will be responsible for the design, development and implementation of People plans and activities working with the Regional Director and Regional team and as part of the Global Performance Organisation & Culture Division.

This role will have a dotted line to a designated People Partner and be responsible for ensuring the implementation of Secretariat People/HR related systems within the Region and **with respect to national legislation**. Adhere to the safeguarding reporting and monitoring requirements of this role.

Role Deliverables:

- Organise timely and efficient recruitment and selection processes in-line with IPPF's Recruitment and Selection framework, workforce planning, digital recruitment system and Safer Recruitment requirements.
- Conduct and evaluate pre-employment checks, prepare contracts, digital set-up of new starters (consultants, permanent and fixed term) and ensure effective on-boarding/induction is completed. Including link with Finance to ensure ID between HRIS and NetSuite is in place for full costing and allocations.
- Organise mobility support for expatriate staff and their dependents, including ensuring correct tax set-up and consular requirements are in place in good time.
- Organise and monitor set-up and completion of mandatory documentation and training by staff and advise senior management on actions required.
- Ensure systems/databases are kept up to date **in a regular basis** with employee movements and evaluate information, providing reports and recommendations on actions to improve/resolve issues. Essential to this will be ensuring people update/submit their own information on the system and managers meet their obligations for approvals.
- Organise the completion of HR related processes in a timely manner.
- Manage effective off-boarding of employees and organise associated paperwork, including exit interviews.
- Manage documentation and registrations relating to host country status including any immunities with Government Ministries, Foreign Missions and Agencies.

- Conduct and evaluate research for the purposes of legal updates, benchmarking and surveys (ie: cost of living, recruitment positioning) to provide advice and recommendations to incorporate into people/office plans/actions.
- Safeguarding focal point.
- Regional Office Administration as required.

Key Skills/ Expertise

- Track record of working with HR and Office policies, practices, procedures and systems and translating them into an organisational setting with a good understanding of the jurisdictional context.
- Good relationship with government and agencies in relation with the office within the country in relation with HR, travel and security of staff are likely to be required.
- Excellent organisation, planning and administration skills to ensure consistency with the ability to multi-task and adapt to changing circumstances
- Collaborates with others to achieve team goals and builds professional effective working relationships.
- Good evaluation and problem-solving skills with a track record of raising issues in a constructive way, advising and putting forward recommendations to make positive progress
- Proven experience of how to manage and mitigate risk.
- Ability and willingness to work in a diverse and multicultural environment that is respectful of other cultures.
- Demonstrate an understanding of and commitment to safeguarding and anti-racism/no discrimination.
- Good IT skills and ability to manage systems compliance.
- Fluency in English (oral and written) is required. Other primary languages used by staff in the office is also required (French, Spanish or Arabic depending on the context)
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors, and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.