Vacancy Announcement

Human Resources and Administration Officer

Join our Team!

AFRODAD is currently looking for a highly experienced professional to fill the position of Human Resources and Administration Officer in the Administration and Finance Department

About AFRODAD
The African Forum and Network on Debt and Development (AFRODAD) is a Pan-African civil society organisation established in 1996 to advocate for debt cancellation and addressing debt related issues in Africa. Over the past 25 years, AFRODAD has built expertise on public debt management issues and its intersectionality with domestic resource mobilisation, and international public and private finance in Sub-Saharan Africa and continue to be concerned that African economies do not become highly indebted and in debt distress as in the 1980s. We work with Government Officials across Africa, Members of Parliament, Media and Journalists, Civil Society Organisations, and Representatives from the global financial architecture at continental and global levels. We advocate for accountable and transparent public debt and financial management; strengthen legal and policy frameworks to curtail leakages through illicit financial flows and profit shifting; prioritising revenue generating opportunities through all forms of finance in Africa. Our work focuses on influencing African governments and institutions to adopt accountable and transparent public debt management policies and practices for sustainable development and eradication of poverty.
Since our establishment, we have been contributing to finding sustainable solutions to Africa’s challenges in debt and resources mobilisation, including financial development. Our main focus areas are Sovereign Debt Management, Democratisation of the Debt Discourse, Collective Action on Debt and Development and Institutional Development & Sustainability.
Our vision is “A Prosperous Africa based on equitable and sustainable development”.
Our mission is “To contribute to Africa’s inclusive economic growth and sustainable development through influencing policy change on debt management and development finance anchored on a rights-based approach”.
Our motto is “Africa a Rule Maker NOT a Rule Taker”

Administration and Finance at AFRODAD

The sustainability of AFRODAD’s 2021-2025 Strategic Plan requires that the institutional policies and procedures be reformed and realigned to accurately pillar the mission, vision, values, and thematic strategic objectives. Moving forward, AFRODAD organisational governance will encompass a more Pan African approach to the organisational culture, ethics and systems through regionally applicable policies, gender sensitive operations, and unbiased transformative growth processes. Over the next five years, we will continue to emphasise our strong systems, policies, and procedures that have given AFRODAD the robust reputation of integrity. Something that has been noted by both partner and funding organisations alike. The upgrading of ICT systems will further enhance this element of our operations and contribute to the ease of successfully establishing the dispersion model. These enhancements are expected to boost both operational and programmatic elements of AFRODAD’s work. Therefore, upgrading the ICT
infrastructure at AFRODAD will be an immediate priority for the SP period if the dispersion model is to be fully realised.

A key building block for Institutional Development and Sustainability over the next five years, AFRODAD will strengthen both the process/policy as well as the systems of the HR function. Some of the areas include recruitment, complaints procedures, appraisal system and process, leave management, and so on. In parallel, we will be looking at the current working environment in the context of (i) dispersion model; and (ii) HQ political context. These two elements will be a priority for the first half of the SP period and will be informed through consultations with all staff, Board, partners. There will be a phased process for this and will seek to diversify and increase AFRODAD’s workforce at the Secretariat and Board level to be truly reflective of our Pan-African identity.

Functional Role Purpose

To contribute to the achievement of AFRODAD mission goals by providing strategic management and technical support in the development and implementation of human resources systems, policies and procedures; and overseeing and coordinating the provision of efficient administrative and logistical services to other functions and units.

### Key Result Areas

1. **Human Resources Systems, Policies and Procedures**
   1.1 Manages the development, implementation, maintenance and review of Human Resource policies and procedures
   1.2 Assists in development and maintenance of a Human Resources Information System
   1.3 Ensures adequate and up-to-date filing on HR matters.
   1.4 Establishes and maintains a system of managing contracts to ease processing of new appointments, renewals, appraisals and exits.
   1.5 Assists in development and maintenance of HR databases (staff, consultants, temporary, training profiles, job descriptions, contracts, etc)
   1.6 Inducts new staff on HR and Administration related policies and procedures

2. **Organisation Capacity Development**
   3.1 Assists in recruitment needs arising from the Strategic Plan, all units’ plans and budgets and staff exists to fill existing vacancies and new positions
   3.2 Manages the recruitment of competent staff and technical/professional consultants in line with HR policies and procedures.
   3.3 Promotes affirmative action in recruitment processes to ensure gender balance and equity
   3.4 Promotes strategies for staff retention to maintain optimal capacity to deliver AFRODAD Strategic objectives
   3.5 Assists in establishment and maintenance of an effective and efficient performance management system for all staff
   3.6 Follows up on appraisal outcomes and recommendations with line managers and the Executive Director with appropriate recommendations
   3.7 Produces a consolidated report on performance of units and individuals
   3.8 Reviews, designs and implements an effective training needs analysis system to ensure that all training is in sync with the AFRODAD strategy.
3.9 Consolidates all Units training plans for management decisions
3.10 Ensures that staff’s knowledge, skills and attitudes are strengthened and developed
3.11 Provides supports to other Units Heads and staff on their performance management needs
3.12 Assists in designing and facilitation of human resources training workshops including team building workshops

3. **Staff Motivation and Welfare**
   4.1 Provides leadership in the periodic review and implementation of a Staff Medical Scheme
   4.2 Ensures that staff have access to professional counseling services and skills when required
   4.3 Assist to monitor the implementation of family friendly and work-life balance policies in AFRODAD
   4.4 Reviews and implements disciplinary and grievance procedures to ensure compliance with law and AFRODAD policies and fairness
   4.5 Manages the internal communications function in AFRODAD
   4.6 Monitors implementation of all policies to ensure their effective use
   4.7 Reviews the payroll to ensure maintenance of internal equity, accuracy of payments and deductions (such as PAYE, NSSA, Medical, Pension, Gratuity etc)
   4.8 Assists in conducting salaries and benefits and terms and conditions of service surveys to ensure AFRODAD remains competitive
   4.9 Reconciles staff leave days and informs payroll administrator on monthly basis
   4.10 Ensures proper planning and processes in respect of departing staff i.e. fulfilling handovers, correct payments of terminal benefits are made, exit interviews etc

4 **Coordinate logistical issues**
   5.1 Advises on cost effective route and travel arrangements with assistance from Admin assistant
   5.2 Assists the admin assistant to inducts staff traveling in and outside Zimbabwe on travel requirements.
   5.3 Supervises timely collection and postage of all mail by Admin Assistant
   5.4 Facilitates work permits of staff where applicable

5 **Facilities/ Premises/ Asset Management**
   6.1 Provides leadership in the maintenance of office premises.
   6.2 Ensures existence of office safety features/facilities
   6.3 Coordinates maintenance of safety equipment and other office facilities on monthly basis
   6.4 Advises the disposal committee on things to be disposed off by providing information on obsolete items once in a year.
   6.5 Monitors and ensures lease agreements for the guesthouse, offices etc are in place and payments are made in time.
   6.6 Ensures that payments for utilities and services are timely made
   6.7 Analyses and reviews Insurance and risk cover all AFRODAD assets and interests with assistance from Admin Assistant
   6.8 Ensures proper security of AFRODAD property at all times.
   6.9 Conducts physical verification of assets for existence and condition
6 Unit Management
7.1 Manages the performance of the Administration Assistant, and Caretaker
7.2 Produces quarterly and annual reports in line with AFRODAD M and E Framework of the unit

7 Corporate Management Responsibilities
8.1 Support the Finance and Administration manager’s office by providing HR related reports for dissemination to management for their information and decision making.
8.2 Represents AFRODAD on any litigation suits with assistance of AFRODAD appointed lawyers.
8.3 Facilitates the acquisition of legal services to represent and provide legal advice to the organisation.

Knowledge, Skills, Qualifications, and Experience
• Degree in Human Resource Management, or Public Administration or any other relevant field
• Minimum of Five (5) work experience in HR field
• Work experience in international non-profit sector is added advantage
• Strong verbal and written communication skills
• Active listening skills
• Understanding of sensitivity and confidentiality of HR function
• Strong interpersonal and team building skills
• Ability to manage large workload, ensuring timely and accurate completion of work
• Excellent skills in database, including spreadsheets and word processing
• Oriented to details and accuracy
• Well organised, self-guided and motivated to produce quality work
• Integrity, objectivity and ability to gain trust and respect of peers.

Interested? Please submit your detailed CV, cover letter, and a 500-word personal statement to recruitment@afrodad.org addressed to:
The Executive Director
African Forum and Network on Debt and Development (AFRODAD)

Please note only applications submitted with ALL THE ABOVE will be considered; AND only shortlisted candidates will be contacted.

The closing date is November 14 2023