

## ROLE PROFILE REGIONAL HR ADMINISTRATOR

### About Vi Agroforestry

Vi Agroforestry is a Swedish development organisation fighting poverty and climate change together. The organisation supports smallholder farmer families to lift themselves out of poverty through sustainable agriculture land management (SALM) based on agroforestry. What started as a tree planting initiative in 1983, is today an expert organisation implementing development projects through local partnerships with member-based farmer organisations.

The aim is to reduce poverty, hunger, deforestation, harmful gendered norms, and contribute to increased mitigation, resilience and adaptation to climate change, increased biodiversity and sustainable food systems. Current projects and programmes target smallholder farmer families – especially women, youth and children – in Kenya, Uganda and Tanzania. The head office in Stockholm, Sweden focuses on fundraising, advocacy, and programme monitoring and evaluation. The regional office in Nairobi, Kenya coordinates operations, advocacy and expertise. Projects and partnerships are managed by country offices in each country.

### Purpose of the position

The Regional HR Administrator ensures the smooth running of the human resources operations in the regional office as well as provides advice and support to the country offices.

### Values

Vi Agroforestry is a human rights-based organisation. The core values of non-discrimination, meaningful participation, accountability, transparency, empowerment and continued learning guide all work – including the work with partners. People are stronger together and sustainable development requires respect for human rights, democracy and the environment. Through all actions, Vi Agroforestry therefore seeks to live by the principles of respect, transparency and together.

### Key responsibilities

*General HR:* In cooperation with HR at Head office make sure to follow HR yearly plans. Take active part in employee surveys. Support managers within HR related issues. Support with staff related incidents.

*Recruitment Support:* Publish and remove job advertisements; carry out Initial scanning/filtering of job applications and assist in interviews; schedule interviews and candidates invitations. Maintain applicants records and related tasks whenever there are recruitments being done. Support with contracting processes and required paperwork for the successful candidates.

*Employees Onboarding:* When new staff join the organisation, assist in preparing required paperwork and coordinating the orientation process, while ensuring the new staff understand organisational policies and procedures.

*Employee Offboarding:* For the regional office: Coordinate exit interviews, process end of contracts or termination; Administer final pay and benefits; Handle offboarding paperwork and procedures in compliance with the law. For country offices: provide support and advice for the same.

*Human Resource record Keeping:* For the regional office: Organise, maintain, and update employees digital and physical files such as CVs etc. Maintain and update HR databases (e.g. record sick,

maternity leave, annual leave etc) with accuracy and confidentiality. Create regular reports and presentations on HR metrics (e.g. turnover rates) For country offices: provide support and advice for the same.

*Payroll Management:* Support payroll processing by providing relevant employee information (e.g. holidays, leaves of absence, sick days and work schedules); manage payroll inquiries from employees. Collaborate with finance on payroll issues.

*Legal Compliance Support:* Ensure the region is in compliance with employment laws and regulations. Support in HR audits and compliance reporting. Maintain and document matters relating to compliance efforts. Support in revising HR policies. Support in making sure that all the required insurance policies are in place and updated as required.

*Training and Development Support:* Assisting in scheduling training sessions and workshops. Coordinate training logistics such as travels, accommodations, venue booking, materials preparation, and processing expense forms.

*Wellness, Health and Safety Support:* Maintain health and safety records. Coordinate safety training sessions. Support the implementation of workplace safety policies and procedures. Support in initiatives such as diversity and inclusion programs, wellness initiatives, or culture and team-building activities. Ensure relevant staff insurance policies are up to date.

*Others:* Liaise with external partners, like insurance vendors. Answer employees' queries about HR-related issues. Any other task assigned by the Regional Director

### General responsibilities

- To promote and support the interest of Vi Agroforestry
- Be committed to and contribute to the fulfilment of the Vi Agroforestry Strategy
- Ensure and promote rights-based approach in all that we do.
- Ensure adherence to Vi Agroforestry policies, guidelines, operating procedures and workplans.
- Ensure compliance to donor requirements.
- Ensure high quality in all that we do.
- Be committed to fight corruption and fraud and always report when there is any kind of suspicion.
- Ensure that gender is mainstreamed, and Gender Transformation is promoted in all our operations.
- Keep abreast with the development in your area of responsibility.
- Liaise with partner organisations, researchers, and other relevant stakeholders.
- Contribute to effective cooperation between staff in the global organization.
- Contribute to a healthy work environment at the workplace.
- Support teamwork and assist each other as needs arise.
- Upon request from the manager fulfil other tasks at the country office/regional office or department level.
- Keep your manager updated on opportunities and challenges as well as on the progress on your assignments. Make sure you inform your manager well in advance if you have difficulties to meet your deadlines.
- Contribute to development and implementation of risk management plans, workplans and budgets for the office.

## Required qualifications.

### Education level:

- Bachelors degree in Human Resources or related field

### Other professional qualifications:

- Practicing membership with the Institute of Human Resources Management (IHRM) Work experience
- 3 years proven work experience as an HR Administrator, HR Administrative Assistant or relevant role
- Computer literacy (MS Office applications, in particular)
- Proven knowledge of labour laws
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills

### Languages:

- English
- Swahili

## Personal competencies

- Strategic and conceptual thinking skills
- Accountable, honest, responsible and trust building personality
- High integrity
- Respectful and Transparent
- Good planning and analytical skills
- Communication skills
- Collaborative skills
- Structured personality
- Flexible and creative personality
- Self-driven personality
- Team-player