

Job announcement



Human Resources Director (HRD)

Location: Globally Remote

Reporting to: Chief Human Resources Officer

Annual salary: £85,000

Status: Full-time

Background

Before its rebranding in 2022, [ForAfrika](#) was known as JAM International. When our founder, the late Peter Pretorius, was left stranded in Pambarra, Mozambique in 1984, he saw the horrific consequences of starvation — children were dying around him every day. The experience changed his life forever and he and his wife Ann committed themselves to fighting for a better future for Africa's children.

From initially only providing lifesaving nutritional relief in one country, the organization has grown to deliver a variety of localized programme interventions in another five African countries — Angola, Rwanda, South Africa, South Sudan and Uganda.

Programmes include: Emergency Response; Water, Sanitation and Hygiene, Health & Nutrition, Food Security and Livelihoods, Education and Economic Empowerment.

ForAfrika's total global income is expected to be over \$60 million in 2022 and \$150 million by 2025 including an ambitious strategy of growth to expand to other African countries with the goal of ensuring 20 million people can sustainably provide for themselves as a result of ForAfrika's interventions. To achieve such exponential growth ForAfrika wants to retain and recruit the best staff.

Purpose of Role

The Human Resource Director is responsible for the smooth operation of ForAfrika's human resources department. The Human Resource Director supervises and provides consultation to ForAfrika management on strategic HR plans, like compensation, benefits, training and development, budget, and labour relations in order to ensure the professional and appropriate attraction, development and retention of the people needed by ForAfrika to achieve the long-term strategic objectives and operational goals.

Primary responsibilities

The Human Resource Director will work with the managers to provide leadership and support to team members while taking responsibility for ensuring first class human resources operations across the organization. Functions and take responsibility for the following:

Position requirements

Recruiting

- Review and enhance recruitment policies, procedures and processes including ForAfrika cultural and values development and alignment with and compliance with all legal frameworks and best practices including work permits, visas and basic conditions of employment.
- Conduct job role and skills set analysis to determine value, including the development of job descriptions and grading of each position within the organization.
- Conduct remuneration reviews against industry compensation surveys by job grade and position.
- Develop standard employment contracts for the organization, varying by job grade level and geography to ensure alignment with local basic conditions of employment and ForAfrika basic conditions of employment.
- Ensure that the correct people are attracted, selected and employed for the achievement of the ForAfrika strategic objectives and goals.

Developing

- Develop and implement a professional and comprehensive onboarding / induction process.
- Conduct initial and regular (annual) ongoing training and development needs analysis. Implement and monitor training and development.
- Review the performance management system and develop and implement a performance management system which will involve management at all levels in developing their people and function for the future ForAfrika.

- Ensure that the performance management system is integrated with all ForAfrika initiatives such as DELTA, EOS and Blueprints.
- Review, develop and implement a comprehensive ForAfrika Employee Care Programme.

Retaining

- Develop a ForAfrika people retention and succession process to ensure that ForAfrika retain and develop the talent needed for the future.
- Develop and implement a ForAfrika recognition policy and processes.
- Develop and implement, in concert with ForAfrika GSO Communications function, a comprehensive employee communications strategy and framework.
- Deal with and advise on internal staff conflicts / issues.

Administration

- Craft and deliver strategic HR briefings to executives.
- Oversee the maintenance of all necessary staff files, records and contracts.
- Submit annual HR returns as required e.g. Department of Manpower.
- Select, appoint and manage HR service providers, sub-contractors and consultants – e.g. legal, leadership development, employee risk and retirement benefits, payroll and process automation.
- Conduct verifications of qualification and references.
- Monitor and verify work visas.
- Submit monthly Human Resources report and update dashboard.
- Design and/or select and implement and maintain appropriate HR processes Automation.

Educational Background and Skills

- Advanced degree in Human Resources, Business Administration or similar relevant field.
- Previous experience working as an HR Director for a minimum of 5 years.
- Full understanding of the way an organization operates to meet its objectives.
- In-depth knowledge of HR operations and legal regulations.
- Hands-on experience in all aspects of HR management.
- Excellent knowledge of employment legislation and regulations.
- Strong analytical and project management skills.
- Excellent organizational and leadership skills.
- Impeccable communication.
- Business acumen partnered with an intense attention to the human element.

- Knowledge of data analysis and reporting.
- Outstanding communication and interpersonal skills.
- Diligent and firm with high ethical standards.
- Senior HR certification will be an advantage.

To apply for the post

Please send a letter of application no more than one page outlining your motivation for the job and when you would be able to start with your CV/resume maximum two pages in English and in strict confidence by email only to Ruth Gardner at ruth@darylupsall.com.

Please ensure that they are sent as pdf documents with the titles “your name cover letter” and “your name CV” Please put “ForAfrika – Human Resources Director” in the email subject line. Also please let us know where you saw the post advertised.

The deadline for applications is Sunday 29th of January 2023

Daryl Upsall International actively promotes equality, diversity and inclusion. In recruiting candidates, we seek candidates with the proven skills required; irrespective of race, gender, religion or belief, age, disability or sexual orientation.