



Ruben Bañuelos Bons / Fauna and Flora

## **Human Resource Manager, Liberia (Re-advertised) \***

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,  
Fauna & Flora Vice-president

**\*Those who have applied before do not need to re-apply**

# Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

## Liberia Team

Fauna and Flora began working in Liberia in 1997 and played a crucial role, together with partners, in re-establishing operations in the country's oldest protected area – Sapo National Park, in south-east Liberia - after years of civil conflict. Fauna and Flora has since worked closely with partners to support biodiversity conservation across Liberia and establish the foundations for sustainable and equitable forest and environmental management.

Today Fauna and Flora's operations in Liberia has extended beyond the south-east to the north- western forest landscape. The two forest landscapes are home to Liberia's last remaining and intact section of the Upper Guinean Forest Ecosystem (UGFE), which is a biodiversity hotspot and rich in endemic and threatened species, and one of the most endangered terrestrial ecoregions in the world. These forests are at risk from extreme and immediate threats, such as expansion from shifting agriculture, mining and poaching.

Fauna and Flora's Liberia programme continues to focus on building capacity at multiple levels within Liberia to enable the long-term management of these natural resources. It supports mechanisms for community-based natural resource management, working through local partners and with industry, and engaging with relevant international, regional, and national stakeholders including local communities, non-governmental and civil society organizations, and local and central government agencies.

## The Opportunity

We are seeking an experienced Human Resource Manager to support our employees and managers through the provision of an efficient HR service for the Fauna & Flora Liberia program.

As the sole HR professional, you will enjoy a degree of autonomy and the opportunity to develop our HR service in Liberia, with the support of a UK-based Senior People Partner (International). Your role will be varied and will involve HR administration, recruitment, providing advice to staff and managers, as well as the chance to contribute to exciting global HR projects.

You will bring a thorough and up-to-date understanding of HR practices and employment legislation, along with demonstrable previous experience of working at a similar level. The successful candidate will have good HR experience, ideally in all aspects of the employee life-cycle as well as HR projects, with a can-do, detail focused and organized approach to work. You will also enjoy engaging and collaborating with a wide range of people, with a good and flexible communication style. The role offers an exciting opportunity to learn and develop your career in a supportive and rewarding environment. You will enjoy collaborating and consulting with others to understand the needs of our stakeholders as we strive for continuous improvement and your excellent interpersonal and communication skills will enable you to build positive, productive working relationships with colleagues at all levels.

# Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	One-year, fixed-term contract (with possible extension subject to continued funding).
<b>Probation Period:</b>	3 months
<b>Salary:</b>	USD 35,460 per annum
<b>Location:</b>	Fauna & Flora's Monrovia Office, with travel to the field sites as required
<b>Benefits:</b>	Annual leave entitlement of 15 working days, plus national holidays observed in Liberia and other statutory allowances  Medical insurance
<b>Hours of Work:</b>	This is a full-time position, working 40 hours per week Monday to Friday inclusive. These hours may vary depending on the requirements of the job when traveling in the field

N.B. Candidates must have the pre-existing right to work in Liberia.

## Job Description

<b>Job Title:</b>	Human Resource Manager, Liberia
<b>Reporting to:</b>	Grant and Operations, Manager, Liberia
<b>Key working relationships:</b>	Country Manager (Liberia) Landscape Managers (Liberia) Senior People Partner (UK) Liberia Programme team (Liberia)

### **Purpose:**

The Human Resource Manager, Liberia is responsible and accountable for all HR activities in-country and will provide a comprehensive, customer-focused, and proactive human resource service for managers and employees throughout the employee life cycle.

### **Main Duties:**

#### **HR Advisory and Projects**

With the support of the Senior People Partner (International) where necessary:

- Respond to queries from employees, and line managers, advising on Fauna & Flora policies and procedures, referring queries as appropriate
- Advise, coach and support managers on HR issues and processes, incorporating Fauna & Flora policy, employment law and best practice considerations
- Advise, coach and support managers through performance management processes e.g., capability issues, investigations, disciplinary hearings.
- Provide an advisory service to employees, including advice on contractual entitlements and Fauna

& Flora policies and procedures

- Research, draft, update and implement employment policies and procedures
- Generate HR management information reports for Country and Regional management, identifying trends and making recommendations where required
- Undertake key HR projects
- Support the wider Fauna & Flora HR function by contributing to the design and implementation of specific HR policies and procedures and the delivery of specific global projects
- Assist and manage tools and communications for the effective implementation of projects

### **Recruitment and Induction**

- Advise managers on recruitment and selection of employees, in line with Fauna & Flora Global Recruitment & Selection policy, Delegations of Authority, employment law and good practice
- Liaise with managers to establish priorities and plan key stages of recruitment for vacancies e.g. shortlisting dates, interview dates.
- Support recruiting managers with the creation or updating of application packs/job descriptions and check they are in Fauna & Flora format prior to recruitment
- Facilitate the posting of recruitment adverts on selected media
- Collate data on the effectiveness of advertising media to inform future media choices
- Assist the recruiting managers to develop shortlist and interview packs, using agreed Fauna & Flora templates
- Participate in interviews and selection processes, coaching managers on best practice and Fauna & Flora policy as required
- Archive closed vacancy recruitment folders in accordance with data protection legislation, Fauna & Flora policies and good practice
- Maintain the recruitment tracker to show current status of vacant posts
- Ensure all contractual offers are in accordance with agreed ranges of terms and conditions, as stated in the Recruitment Approval form.
- Ensure all relevant pre-employment checks are satisfactorily completed before the employee commences employment
- Liaise with recruiting manager to arrange induction for new starters or job changers
- Liaise with managers to confirm completion of full induction programmes for all new employees and conduct the HR – related elements of the induction programme
- Liaise with managers to ensure all new staff receive regular supervision meetings and complete mandatory training during probationary periods

### **Employee Payroll Administration**

- Ensure all necessary documentation and HR calculations are provided to the Finance Manager and Grant and Operations Manager by payroll deadlines

### **HR Administration**

- Provide comprehensive and efficient administrative support through all stages of the employee life cycle, including:
  - Processing starters and leavers
  - Drafting and issuing offer letters and contracts of employment
  - Drafting and issuing changes to terms and conditions of employment
  - Drafting and issuing leaver letters
- Liaise with Line Managers to monitor, report and document employees' leave entitlement as per their provisions in the Decent Work Act 2015
- Monitor sickness absence, supporting and advising individuals and managers through sickness processes and, with due regard for confidentiality, bring issues of concern to the attention of the relevant manager
- Monitor expiry of Fixed term contracts and consultancy contracts, notifying the relevant manager at least three months in advance of the expiry
- Produce HR management information and reporting e.g., turnover rates
- Produce organograms as required

- Design and develop HR documents and templates
- Maintain the Fauna & Flora Liberia Safeguarding and Human Resources spreadsheets, electronic and paper-based employee files and other HR records, including archiving of leavers, ensuring data is correct and updated in a timely manner
- Facilitate and manage the exit interview process for employees leaving the organisation

### **Employee Training and Development**

- Arrange learning & development activities, including booking external and in-house courses, making room bookings, and arranging catering
- Maintain accurate training and development records for all staff.
- Create and deliver training courses, on HR related topics as appropriate

### **Other**

- Attend update meetings with the Senior People Partner (International)
- Keep up to date with developments in employment law and best practice, knowledge sharing within the wider HR team to ensure continuous development and improvement of Fauna & Flora's HR function
- Adhere to Data Protection legislation and Fauna & Flora policies and procedures relating to the processing and storing of HR data, including compliance with the HR Retention policy
- Perform any other tasks that may be requested of you from time to time, appropriate to your skills and experience and relevant to the scope of the role

# Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills with the ability to provide clear advice, both written and verbal</li> <li>• Exceptional organizational skills and impeccable attention to detail</li> <li>• Strong prioritization and time management skills, with ability to work to multiple deadlines</li> <li>• Confident and proficient in the use of MS Office</li> <li>• Fluency in English (spoken and written)</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Degree or higher qualifications in Human Resources Management, Business Administration Management or Social Sciences or equivalent by experience</li> <li>• At least 3 years' experience in a human resources and administration management in an International Non-Governmental Organization at a management role</li> <li>• Able to demonstrate experience in providing support and advice on end-to-end recruitment best practices and induction/on-boarding</li> <li>• Experience in supporting the development and implementation of HR policies, procedures, and projects</li> <li>• Experience in providing efficient Human Resources administrative support including payroll</li> <li>• Experience in providing a broad range of high-quality HR policy advice (including disciplinary and grievance) to managers and staff</li> <li>• Experience of developing and implementing HR projects</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to research legal and good practice requirements to inform policy creation and HR projects</li> <li>• Experience of using a HR Information System</li> <li>• Knowledge of employee development activities e.g. training needs analysis, training evaluation</li> <li>• Experience of designing and delivering training sessions</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates Fauna &amp; Flora's values</li> <li>• Responsive, with a customer-service focus</li> <li>• Establishes trust to build positive, supportive and effective working relationships</li> <li>• Ability to use initiative and drive projects forward independently</li> <li>• Highly structured and methodical approach to work</li> </ul>	

	<ul style="list-style-type: none"> <li>• Flexible, with the ability to multi-task and prioritize to meet deadlines</li> <li>• Attention to detail and confidentiality</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake field travel nationally on occasion, as required</li> <li>• Right to work in Liberia</li> </ul>	

## Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

## How to Apply

Applications, consisting of a cover letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to [liberiajobs@fauna-flora.org](mailto:liberiajobs@fauna-flora.org). Please indicate where you saw the position advertised in your cover letter.

Please mark your application '**Human Resource Manager, Liberia**'.

The closing date for applications is **May 17, 2024**. Candidates selected for the interview will be contacted by email or telephone - please specify your preferred method of contact in your cover letter.

Regrettably, due to the high number of applications we receive, we are only able to contact shortlisted candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

**Previous applicants need not apply.**

## Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Mrs. Mary Weah, Administrative Manager on [mary.weah@fauna-flora.org](mailto:mary.weah@fauna-flora.org).

**Fauna & Flora values diversity and is committed to equality of opportunity**