

TERMS OF REFERENCE

Position: Human Resources (HR) and Administration (Admin) Officer
Duration: Full time (One-year renewable contract)
Location: Accra
Start date: As soon as possible (ASAP)
Deadline: 13th December, 2020

About The Green Africa Youth Organisation (GAYO)

GAYO is a youth-led gender-balanced Non-Governmental Organisation (NGO) which advocates for environmental sustainability and community development. Founded in 2014, GAYO is dedicated to raising awareness, educating and building capacity of different stakeholders to adopt sustainable environmental practices that satisfies the needs of the present generation without compromising the ability of future generations to have a good quality of life. GAYO's work focuses on reducing the threats to human society which include but are not limited to the effects of climate change, disasters caused by natural hazards, and societal inequalities. As a result, GAYO's interventions intentionally target the vulnerable in society; children, youth and women. To achieve its objective, GAYO works with varied institutions and multiple levels of governance (local, national, regional and global) to implement sustainable agriculture, circular economy and renewable energy activism interventions that provide green jobs and better environmental conditions for all.

Visit our website for more information: www.greenafricayouth.com

Broad Functions of the HR and Admin Officer are expected to be:

- A. Assisting the team at GAYO in the implementation of human resources, administrative and procurement functions;
- B. Carrying out activities pertaining to day-to-day running of the administrative operations of GAYO;
- C. Providing support in the implementation of programs and projects implemented by the team at GAYO;
- D. Carrying out any other day-to-day assignments as tasked by his/her supervisor

Primary Responsibilities

Manage and carry out GAYOs' activities pertaining to administration and human resources management; and ensure a high level of professionalism

Human Resources Management Tasks:

- i. Assist in implementing strategic human resource policies that enables GAYO to effectively fulfil its mandate by recruiting the right type of staff, and deploying and developing them effectively;
- ii. Manage the staff recruitment processes of GAYO;
- iii. Administer the letters of appointments (new letter of appointment or extension) and other personnel documents in relation to staff appointment;
- iv. Organise and carry out induction courses to new staff as well as the refresher course for all staff;
- v. Update and maintain the record of staff members' in soft copies in our cloud system;
- vi. Maintain GAYOs Consultant register, administer agreement/contract and the documents filing of Consultants;
- vii. Ensure to maintain and update the accurate job descriptions within the organisation;
- viii. Maintain health insurance, safeguarding and wellbeing matters related to staff;
- ix. Maintain the leave record management system and verify annual leave records;
- x. Assist in coordinating training activities for staff in line with human resource development strategy;
- xi. Organise probationary and annual performance evaluation exercises for GAYO staff;
- xii. Prepare exit separation documents for staff members leaving GAYO.

Administrative tasks:

- i. Provide secretarial services including handling correspondence, filing and managing team calendar;
- ii. Arranging appointments/organising and services meetings;
- iii. Managing databases related to relevant contacts, consultants, partners, etc.;
- iv. Administer procurement of goods and services required for the office;
- v. Manage the administrative requirements for the repair and maintenance of office equipment;
- vi. Assist in facilitating necessary permits/licences/tax from government agencies;
- vii. Ensure adherence to the GAYO Centre administrative rules and procedures;
- viii. Prepare tenders and administer tender awards and contracts process;
- ix. Communicate with all Project Teams to adhere to all necessary aspects of external affairs
- x. Develop, update in a timely manner and implement general administrative procedures of GAYO;

Others:

Perform other related duties as required as assigned by the Executive Director of GAYO.

Job Qualification

Education

Preferably Master's Degree or Bachelor's Degree in one or more of the following disciplines: Business Administration, Management, Human Resources Management, or relevant studies.

Experience

1. At least 2 (two) years of proven experience in the area of office administrative processes, procurement and human resources management;
2. Experience working in the operation department of an NGO and/or private sector, desirable.

Required Competencies

1. Proficient knowledge in: Human resources management; Procurement system; - logistics administration; Inventory system;
2. Contract management skills;
3. Proficiency in Microsoft Office Suite;
4. Managerial Competency;
5. Ability to facilitate operations;
6. Good command of oral and written English;
7. Good communication skills and relationship management skills.

Desirable Competencies

1. Planning and organising: Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both orally and in writing;
2. Teamwork: Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict;
3. Communications and interpersonal skills: Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality;
4. Ability to work in a multi-cultural setting and under pressure
5. Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure;
6. Effective problem-solving skills: Ability to use sound judgment and initiative, develop options and achieve outcomes;
7. Organisational awareness: Ability to align thinking and actions to organisational values;
8. Flexibility and adaptability: Ability to respond positively to change and new organisational practices, structures, procedures and technology; and

9. Personal credibility: Has high regards for self-discipline, good attendance record, respect punctuality and sets example to others, shows consistency in words and actions, has high integrity and is conscientious.

Terms and conditions:

1. The position will officially start from **1st January 2021** and is planned to be renewable
2. Probation period is of three months
3. Salary of **1,500 – 2,000 GHS per month**
4. The final salary is to determined based on the chosen applicant's relevant experience
5. Working hours: 40 per week (full time)
6. Paid leave: 24 days per year (full time)
7. Working language: English

How to Apply:

1. Please send your application package to GAYO via email through info@greenafricayouth.com. Please include **“Human Resources (HR) and Administration (Admin) Officer”** in the subject line and send us:
2. Your application package which should consist of; one-page letter of motivation, recent CV, a letter of recommendation, all these merged into one single pdf. Not more than 5 MB in size;
3. Indication of the possible start date.

Equal Opportunity and Employment Policy

GAYOs' hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, tribe, citizenship, age, gender, marital status, socio economic background or sexual orientation. GAYO's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Please note that applications received after the deadline cannot be considered.

GAYO shall only contact applicants shortlisted for this position. If you do not receive any feedback from GAYO by 15th December, it means you were not successful for this particular position, however, we would recommend regularly checking our website or social media channels for opportunities we continually make available. Thank you.

Application Deadline: 13th December 2020