

## **Innovations for Poverty Action (IPA)**

**Position: Human Resource Associate, Rwanda**

- **Location:** Kigali, Rwanda
- **Deadline to apply:** 27<sup>th</sup> November , applications will be reviewed on a rolling basis
- **Length of Commitment:** 1-year renewable
- **Desired start date:** ASAP
- **Reports to:** Deputy Country Director
- **Job level:** C-1

Innovations for Poverty Action (IPA) has 10 active projects spanning across Education, Agriculture, Finance and Health. IPA has number of full-time and part-time staff including enumerators working across the country in Rwanda, predominantly implementing Randomized Control Trials in collaboration with leading Rwandan and international universities and academicians from all over the world, the Government of Rwanda and other development organizations to evaluate the impact of new development concepts to help inform future government policy and development projects.

### **Essential Duties and Responsibilities:**

Under the supervision of the Deputy Country Director, the Human Resource Associate will ensure the efficient delivery of the human resource support in the Rwanda country office. The position holder will play an important role in planning, implementing and monitoring the Human resource processes for the Country Office.

#### **SPECIFIC DUTIES:**

##### **1) HR Policy Development and Implementation**

- Develop and draft HR policies that align with IPA's strategic goals and comply with local regulations.
- Ensure effective rollout of HR policies across the organization through training and communication.
- Create HR tools and resources to support the understanding and application of policies by all staff.
- Regularly update the Employee Handbook to reflect current practices, legal requirements, and organizational changes.
- Establish channels for staff to provide feedback on HR policies to foster continuous improvement.

##### **2) Recruitment and Onboarding**

- Lead the creation and dissemination of job postings across various platforms to attract qualified candidates.
- Oversee the application review process to identify suitable candidates for interviews.
- Organize and facilitate interviews, ensuring all hiring managers are prepared and informed.

- Manage the offer process, including salary discussions and contract preparation.
- Develop and implement a comprehensive orientation program for new hires that highlights IPA's values and operational procedures.
- Monitor the progress of new hires during their probationary period to ensure a smooth transition into the organization.

### **3) Performance Management**

- Assist managers in setting clear and measurable performance objectives for their team members.
- Coordinate the mid-year and year-end performance appraisal processes, ensuring all staff are evaluated fairly and consistently.
- Provide training and resources to staff and management on effective performance review practices.
- Advise on strategies to address underperformance and recognize outstanding performance, linking to career development opportunities.
- Implement systems for ongoing feedback to support continuous performance improvement.

### **4) Employee Relations and Compliance**

- Act as a resource for management on HR policies, legal compliance, and best practices in employee relations.
- Facilitate and document disciplinary actions and grievances, ensuring adherence to organizational policies and legal standards.
- Conduct thorough investigations into employee complaints or issues, maintaining confidentiality and fairness.
- Ensure timely management of employee benefits, including medical coverage and workers' compensation.
- Oversee payroll processing to ensure compliance with statutory regulations and timely payments of staff

#### **Education**

- Bachelor's degree in human resource management or business administration. A master's degree in the fields mentioned above is preferred

#### **Work Experience**

- At least 3 years of progressively responsible HR and administrative and/or programme support experience is required at the national or international level.
- Experience of providing administrative and logistical support to programme activities of for a Not-for-Profit Organizations / Programme based exposure
- Experience in human resources administration will be an added advantage.
- Experience of programme reporting, including monitoring and evaluating based on provided data
- Experience of communicating effectively, including writing skills
- Experience of working effectively within an office environment, using initiative, and prioritizing own workload

#### **Language Proficiency**

- Excellent command of English and strong verbal and written communication skills
- Sound command of the French Language both written and spoken
- Capability to speak the native language is an added advantage
- MS office proficiency

**How to Apply:**

**Interested applicants meeting the requirements should** fill in an online application form and attach their Cover Letter, CV and Degree(s) through the following link: [https://poverty-action.formstack.com/forms/iparwanda\\_human\\_resource\\_associate\\_job\\_application\\_form\\_01\\_2022\\_copy\\_copy\\_1](https://poverty-action.formstack.com/forms/iparwanda_human_resource_associate_job_application_form_01_2022_copy_copy_1)

*APPLICATIONS CLOSE AT 5 PM RWANDA TIME ON **27<sup>th</sup> NOVEMBER 2024**. LATE APPLICATIONS WILL NOT BE CONSIDERED. DUE TO THE LARGE VOLUME OF APPLICATIONS, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.*