



## **Terms of Reference (TOR) – For Advertisement**

**Position:** HR Consultant (Mid-Level)

**Duration:** 6 months (with possibility of extension)

**Reporting to:** Head of HROD & Administration

### **Background**

Established in 1949, SOS Children's Villages is a dynamic social development international organization working globally to meet the needs and protect the interests and rights of vulnerable children. In Rwanda SOS Children's Villages is an affiliate of SOS Children's Villages International which is a federation of over 130 SOS Children's Villages associations world-wide. We build families for neglected, abandoned or orphaned children, we help them shape their own futures and we share in the development of their communities.

### **Purpose**

The organization requires mid-level HR support on a short-term basis. The consultant will provide operational HR services, including payroll processing, contract management, and administrative support, to ensure continuity of HR operations during this transitional period.

### **Objective**

To provide HR support and maintain uninterrupted HR operations during periods of staffing gaps.

### **Scope of Work / Responsibilities**

#### **I. HR Records and Documentation**

- Maintain and update HR filing systems and staff databases.
- Prepare HR administrative documents

#### **II. Staff Welfare and Compliance**

- Monitor staff welfare activities, including medical card processing and leave tracking.
- Ensure adherence to HR policies and internal procedures.
- Assist in recruitment activities, including posting vacancies, coordinating interviews, and shortlisting candidates.
- Support onboarding and induction of new staff.

#### **III. Performance Management Support**

- Assist in maintaining performance management documentation.
- Prepare reports to support management with performance tracking.
- Contract Management
- Support drafting, renewal, and proper filing of staff contracts.
- Ensure contracts comply with organizational policies.



#### **IV. Payroll Preparation**

- Prepare accurate payroll and maintain payroll records in compliance with organizational policies.

#### **V. HR Advisory and Mentoring**

- Provide basic HR guidance to staff as needed.
- Additional HR Support
- Undertake other HR-related operational tasks as required.

#### **Deliverables**

- Updated staff database and HR records.
- Timely preparation of HR administrative documents
- Documentation of recruitment and onboarding activities.
- Performance management records and timely HR reports.
- Staff contracts drafted, renewed, and properly filed.
- Accurate payroll records and compliance with organizational requirements.
- Evidence of mentoring or guidance provided to junior HR staff.
- Outputs from other operational HR tasks as assigned.

#### **Professional, academic qualifications and experience**

- Bachelor's degree in Human Resource Management or a related field
- 3–5 years' HR experience in a complex NGO, public or private sector, and experience with international NGOs is an added value
- Hands-on HR experience in administration, recruitment, payroll, and contract management etc

#### **Core Competencies**

- Excellent knowledge of various HR functions such as pay & benefits, recruitment, onboarding, evaluation, training & development etc.
- Good understanding of labour laws
- Proficient in digital workplace tools and HR systems
- Outstanding organizational and time-management skills
- Excellent communication and interpersonal skills
- Strong ethical standards
- Problem-solver
- Good decision-making skills
- Additional HR education and certification will be a plus

#### **Remuneration**

- The consultant will be paid a monthly fee in accordance with the organization's established standards for professional consultancy services.