



<https://jobs.eagmark.net/job/human-resources-associate/>

Description

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

In Zimbabwe, WFP has a strong track record of delivering food assistance and managing supply chains during crises, while building resilience to shocks among vulnerable communities. The July 2022-December 2026 Country Strategic Plan (CSP) provides a road map to promote shock-responsive social protection and sustainable and resilient food systems.

The July 2022-December 2026 CSP articulates collaborative efforts to better anticipate future needs, improve data and forecasting and strengthen livelihoods and local capacities to withstand, respond to and adapt more readily to sudden or chronic stresses. WFP will support informed decision making on food security and nutrition in Zimbabwe, and will integrate nutrition, gender, protection and inclusion, youth engagement, technological innovation and decentralized zero hunger action throughout the plan. WFP will establish new partnerships and leverage existing ones to their full potential, including those with the other Rome-based and other United Nations agencies.

WFP Zimbabwe's July 2022-December 2026 CSP focuses on the below areas;

- Social and humanitarian assistance for food-and nutrition-insecure populations in targeted rural and urban areas.
- Support to urban food insecure households for resilient livelihoods.
- Support to rural communities for climate resilient livelihoods, sustainable management of natural resources and enhanced participation in local markets and value chains.
- Collaboration with national actors to enhance capacities to develop, coordinate and implement well-informed, effective and equitable actions for achieving food and nutrition security.
- Services to humanitarian and development actors in Zimbabwe so they can implement their programmes and provide support to their beneficiaries in an efficient, effective and reliable way at all times, including during crises.

JOB PURPOSE

Human Resources Associate

Hiring organization

World Food Program (WFP)

Employment Type

Full-time

Duration of employment

1 Year, Fixed Term

Industry

Humanitarian & Agriculture

Job Location

Harare, Zimbabwe

Valid through

19.06.2023

To deliver a full range of HR support services to ensure accurate implementation of WFP policies and procedures and facilitate the effective functioning of a client-focused and strategy-oriented HR services.

ABOUT THE WFP ZIMBABWE TALENT POOL

The Talent Pool is an excellent opportunity for a career within WFP. WFP Zimbabwe is building a pool of highly qualified and dynamic talents interested in working with WFP. Successful candidates will be placed in a roster for a period of three years and two years for female and male candidates respectively, ready for deployment whenever a Fixed Term, Service Contract (SC) or Special Service Agreement (SSA) positions arise. Selected candidates may be posted in any of our WFP offices in Zimbabwe.

Responsibilities

1. Provide assistance on a wide range of complex HR queries and follow up actions, to ensure consistent and high quality HR services are delivered to clients.
2. Allocate responsibilities and support on-the-job learning and development of junior support staff, to ensure they have adequate knowledge of HR systems and procedures required to perform their duties and subsequently can contribute to the provision of effective HR services.
3. Identify evolving needs of the organisation and recommend changes in HR processes and procedures, to support improvements in HR services.
4. Analyse and respond to various internal and external queries, to ensure that clients are well-informed and that HR team activities are aligned with broader WFP objectives.
5. Review and compile a variety of data on staff recruitment and selection, contractual conditions, entitlements, performance and training requirements, workforce, etc., to support analysis and reporting needs.
6. Support activities in the areas of work allocated by the professional officer in compliance with relevant processes and procedures.
7. Support and deliver on boarding for new staff joining WFP, to ensure that relevant processes are followed and the conditions of terms of service are explained and understood.
8. Prepare a range of complex HR documentation required for the specific area of work (e.g. employment contracts, transfer/separation letters, training-related documents, etc.) ensuring accuracy and meeting established deadlines.
9. Use HR management systems for reviewing, entering and updating a variety of HR data including monitoring various deadlines (e.g. contract expiration, PACE, etc), ensuring compliance with the established deadlines and accuracy of HR data.
10. Co-ordinate the maintenance of confidential personnel records, HR databases and archives, to ensure data and files are accurately stored and updated in compliance with the established standards
11. Monitor staff deployment and handle related administrative actions including preparation of reports, to support efficient HR service enabling WFP to respond

quickly to a crisis.

Qualifications

Education: A degree in Human Resources, Psychology, Business Administration, or equivalent.

Experience: Five or more years of progressively responsible support work experience in human resources or another related field.

Knowledge & Skills: • Knowledge of specialized HR administrative work practices and methods, gained through relevant technical training and experience.

- Good communication skills and a good understanding of HR principles and their application in order to respond to and resolve a range of HR queries.
- Ability to conduct basic analyses in order to generate periodic reports and make recommendations for further actions.
- Ability to build relationships with a variety of individuals across functions and outside WFP in order to effectively contribute to the functioning of the unit.
- Experience in supervising and coordinating tasks of subordinates to be able to train and supervise junior staff members within the HR function.
- Ability to work with minimum supervision and use initiative to perform administrative tasks within broad WFP guidelines and standards.

FUNCTIONAL CAPABILITIES

- Employee orientation
- HR Expertise and Policy Knowledge
- Business knowledge and partnership
- Enabling Talent Management Solutions
- HR Operations Management

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has gained experience of WFP HR Services operating standards across a range of international humanitarian contexts.
- Has provided training to new staff members within area of expertise and supported with adhoc queries.

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