

For our office in Goma, DRC, the Johanniter-Unfall-Hilfe e.V. International Assistance, is looking for a

Human Resources Coordinator

(6-12 months contract)



Organisation Description: Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting projects in Health, Nutrition, WASH as well as Food Security & Income Generation worldwide.

Background

Johanniter-Unfall-Hilfe e.V. International Assistance has been active in DRC since 1995, with a focus on North Kivu since 2008. Its overall objective is to reduce mortality and morbidity by improving the health conditions and reducing vulnerability of IDPs and host population. In close cooperation with the Ministry of Health, interventions aim to improve the access to quality primary health care, to support the nutrition status of children under five, pregnant and lactating women and other vulnerable people (e.g. elderly people, people with disability, people living with HIV/AIDS, and survivors of SGBV) as well as improved access to water, sanitation and hygiene.

In a Nutshell

You will review and adapt the HR system, policies and procedures of the Johanniter International Assistance country office in Goma. Furthermore, you will support the set-up of a fit-for-purpose national HR-team.

What you will do:

Strategy and Vision

- Actively supports the values of Johanniter and shapes the work of the DRC HR team according to these values
- Develops a vision and strategy for the HR department to make the mission fit for purpose

HR system, policies and procedures

- Revise organogram and job descriptions in line with global National Staff Guideline Framework
- Revise and prepare the salary scale and compensation package for national staff
- Review and adapt the payroll system
- Revise and improve the performance appraisal process and documents
- Revise Johanniter's internal regulations/national staff handbook for DRC mission in line with national law and in collaboration with local lawyer and adapt accordingly
- Review HR policies and procedures and propose adaptations

Human Resource Management

- Identify and plan the new set-up of the HR department and conduct recruitment for national staff positions
- Coordinate the planning, recruitment, selection, briefing/debriefing and well-being of new national staff positions including related administrative processes
- Prepare new recruiters package that includes all mandatory documents (Briefing plan, Contract, Code of conduct, professional ID card, etc...)
- Supervise and train the HR/Admin team and support staff
- Keep in regular contact with staff representatives/union and share their complaints or communication with the Head of Mission
- Keep in regular contact with the DRC HR focal point at HQ for exchange and support
- Support Head of Mission in other tasks related to HR

Safeguarding

- Supports in creating an environment built on integrity, respect and accountability, in which all staff and volunteers, regardless of race, gender, sexual orientation, age, religious affiliation or nationality are comfortable to work and feel safe to participate in our projects and services.
- Promotes appropriate behaviours and applies a zero tolerance policy when people cause harm to others. Ensures that any inappropriate behaviour is reported that could potentially harm those in our organization's care and that could damage the reputation of Johanniter
- Support Head of Mission in training and sensitization on Code of Conduct and other policies (corruption, PSEA, etc.)

Communication and Representation

- Represent Johanniter in relevant forums and networks
- Collaborate with relevant partners and authorities
- Engage with the NGO Forum and JUH contracting partners for administrative issues
- Regularly coordinate all above mentioned aspects with the Head of Mission

What you bring:

- University degree in HR Management/ Business Administration or equivalent degree and relevant work experience in a similar position
- At least 3 years of experience as HR Generalist in the field of humanitarian aid / development cooperation
- Cultural sensitivity and team competence
- Sense of delegation and commitment to local capacity building
- Experience in managing HR-projects (esp. compensation & benefits)
- Experience in development and implementation of HR-policies
- Experience in Capacity Building
- Previous working experience in DRC (esp. knowledge on legal and taxation regulations) would be an asset
- Excellent interpersonal communication and networking skills
- Fluency in English and French with excellent verbal and written communication skills
- IT-literacy (HR-systems, MS-office package)

If this is what you are looking for, please submit your application via staff@johanniter.de (cover letter, CV, reference contacts of 3 former supervisors, job certificates if available), stating your earliest start date and Please indicate "HR Coordinator DRC" in the subject line of your e-mail.

Deadline for applications: 31 December 2021
Interviews planned for: 11-13 January 2022

Only short-listed candidates will be notified. We may start shortlisting before the closing date.

Johanniter is an equal opportunity employer who values diversity. We encourage qualified females to apply. We will give preference to qualified candidates with a disability and will make the necessary arrangements to accommodate their needs in the workplace.

Please note that Johanniter requires background checks (incl. criminal record and reference checks) to protect the vulnerable and prevent abuse.

Information regarding the privacy policy for applications can be found [here](#)