



Vacancy Announcement #138/2023

Human Resources Specialist - GIZ Country Office

Application deadline: 14.08.2023

Duty station: Addis Ababa

As a provider of international cooperation services for sustainable development and international education work, GIZ – Deutsche Gesellschaft für Internationale Zusammenarbeit – is dedicated to building a future worth living around the world.

GIZ operates in Ethiopia on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and other national and international partners. In line with the Ethiopian Government's objectives, Germany's development cooperation with Ethiopia focuses on three priority areas:

- economic development and vocational education and training.
- agriculture and food and nutrition security.
- conservation and sustainable use of natural resources (biodiversity)

For our Human Resources Unit at the GIZ Country Office Ethiopia and Djibouti in Addis Ababa, we are looking for an HR Officer.

GIZ is a signatory of the Diversity Charter. Recognition, appreciation, and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, age, or sexual orientation.

In our Human Resources Unit, we strive to lead by example. We aim to mirror the diversity of our societies and therefore welcome applications from persons of all backgrounds and persons from other groups that are underrepresented at GIZ.

Responsibilities

The HR professional

- in consultation with the HR Head, the HR officer coordinates the key HR functions, specifically recruitment and selection, benefit & compensation management, performance management and employee and labour relations.
- is responsible for implementing HR procedures as required, specifically operational and administrative tasks and strategic HR aspects
- identifies process or communication gaps for continuous improvements
- takes over research and drafting of new guidelines, analyses or similar independently
- implements national personnel policies in line with labour legislations in consultation with the HR Team



- acts independently and integrates others who have been assigned to HR tasks
- advises managers and staff on HR issues

Tasks

The HR professional performs the following tasks

Recruitment & selection

The HR professional organises and directs the recruitment and hiring process in accordance with GIZ standards.

He/she

- advises managers on drawing up requirement profiles and formulating appropriate job descriptions
- grades positions together with the manager based on the profiles developed and sets searches for suitable staff in accordance with the requirements for the positions (identifies existing GIZ HR resources, writes job advertisements and ensures publication in appropriate print and/or online media)
- evaluates applications received and shortlists candidates on the basis of the requirements or hiring criteria, obtains references, and conducts preliminary discussions
- organises personnel selection (e.g. applicant interviews and) and ensure implementation of written/practical tests, if necessary advises on selection
- determines the appropriate contract based on national labour law and the material and formal conditions (limited/unlimited employment contract, distinction from appraiser contract, internship etc.)
- documents the selection process, archives the documentation and enters the data in existing HRM and payroll systems
- follow up of employee contract extension

Benefit & compensation

Benefit and compensation is salary and other monetary and non-monetary benefits passed on by a firm to its employees. Compensation and benefits is an important aspect of HRM as it helps to keep the workforce motivated.

- ensures that payroll functions smoothly
- preparing monthly payroll and maintaining payroll related documents and information properly
- initiate and follow up periodic payment of income tax
- review back payments, payroll adjustment and ensure tracking of back payments
- prepare severance and termination related payments on contract termination
- benchmark values for appropriate remuneration levels in individual cases

Performance management

HR acts as mediator between the functional heads or reviewing authorities and the employee to ensure a smooth implementation of the performance appraisal process.



- organises the performance management process (information on schedule for staff assessment pre-rating and development talks, filing forms, monitoring documentation on qualification requirements and professional development etc.)
- Provide training to supervisors and employees so that they take the entire process of performance appraisal gracefully and sportingly.
- review and analyse pre-rating results and give feedback to the respective supervisors
- collect and analyse performance appraisal results and inform management the results for performance related remuneration decisions

Employee and labour relation

The HR professional is committed to promoting effective, fair, and professional relationships between the organization and its employee groups.

- Ensuring compliance with GIZ's regulations, employment manual, labour legislations and data protection laws
- Providing guidance on discipline matters
- Managing the employee grievance

Other duties/additional tasks

In consultation with the manager, the HR professional identifies current issues and potential problems and formulates appropriate proposals, instruments and procedures in accordance with the national personnel policy.

- deals with all other organisational and administrative stages in processing, e.g. timely update of entries in SAP-HR for national personnel
- writes and updates the employment manual with relevant documents on current hiring conditions. In this context, he/she consults a lawyer specialising in labour law.
- prepares personnel letters as required (transfer, Promotion, increment, acceptance of resignation and others).
- networks with the national personnel help desk at Head Office and the other HR specialists in the region to share experience on good practices
- develops human resources instruments and procedures in consultation with the HR manager
- assumes conceptual and coordination tasks in HR management
- performs other duties and tasks at the request of management

Required qualifications, competences, and experience

Qualifications

- University Degree or above in HR, Management, Business Administration, Law, Accounting or similar area (if possible with a focus on HR management)

Professional experience

- At least 7 years' professional experience in a comparable position



- Experience in an international organization is an advantage

Other knowledge, additional competences

- high level of digital literacy including (e.g. MS Office; Excel, Outlook, Word, Powerpoint, Sharepoint) and willingness to learn new tools and functions independently
- good analytical and troubleshooting skills
- good knowledge of national labour law
- experience in advising on HR issues
- intercultural experiences and understanding
- endurance and patience to handle busy times and a number of parallel requests
- team-player with a friendly and sociable attitude and self-starter
- ability to move tasks forward using sound judgment for the best solutions
- high proficiency of English language both in speaking and writing
- awareness of how to handle HR issues appropriately (confidentiality, data protection)



Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via hreth@giz.de

Note:

Please make sure you mention the vacancy number and position title '**Human Resource Specialist #138/2023_Full Name**' in the subject line of your email application.

Please note that, due to urgency of the vacancy selection will be done on a rolling base.

Due to large number of applications, we categorise applications with the vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted.

We encourage persons with disabilities to apply for the position. In case of equal qualification, persons with disabilities will be given preference.

Applications from qualified women are encouraged.

"Please refer to our [brochure](#) to learn more about GIZ's attractive benefit package."

**Deutsche Gesellschaft für
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