



FARM RADIO INTERNATIONAL

Employment Opportunity
External Posting

Position title:	Head of Human Resources and Organizational Effectiveness
Position location:	Ottawa, ON
Reports to:	Executive Director, Farm Radio International
Contract term:	Indeterminate
Deadline to apply:	March 11, 2020

Nature and Scope:

The Head of Human Resources and Organizational Effectiveness is a new position at Farm Radio International. Reporting to the Executive Director, the Head of HROE will develop and implement human resources policies, procedures and systems that maximize the contribution of individuals and teams to the achievement of FRI's strategy, plans and priorities. We want FRI to be regarded by staff as a top international NGO to work for – the Head of HROE will make it happen.

Key Responsibilities:

Management of Human Resources:

- Plan, develop and implement human resources strategies to guide recruitment, manage performance including disciplinary actions and grievances, employee counseling, payroll, benefits, employment contracts, succession planning, employee experience, intercultural effectiveness and safety;
- Develop and manage salary grids for the Canadian and African operations;
- Establish and maintain appropriate systems for setting, monitoring, assessing, and motivating staff and team performance;
- Lead talent search and recruitment efforts in Canada, and support talent recruitment in African offices;
- Develop and implement employee learning and development plan and strategy, including external and in-service training, collaborative knowledge-sharing, eLearning, coaching, and onboarding;
- Liaise with the Directors, Heads and Managers of other departments and teams to understand and respond to HR and team development needs;
- Ensure FRI is compliant with all HR, health and safety requirements, laws and policies and that FRI fulfills its general duties of care;
- Ensure that all staff are fully informed of HR policies, procedures, objectives, and achievements.

Organizational Effectiveness:

- Support, guide and coach managers and leads of all departments and teams (technical specialty teams, functional teams, decision-making and advisory groups) to identify and understand team needs so they can effectively plan and implement;

- Help teams to develop strong cultures of collaboration, accountability and learning.

Supervision, Coordination

- Supervise the Administration and Finance Assistant position by overseeing the work priorities of the position;
- Coordinate, support and document the deliberations and activities of decision-making and consultative committees.

Qualifications and Competencies:

Education:

- Degree in relevant discipline including but not limited to Human Resources, Organizational Development, Business, and Social Sciences;
- Certified Human Resources Leader designation is considered an asset.

Experience:

- Minimum of five (5) years HR management and organizational development experience, at least three (3) of them with an organization with international operations;
- Direct experience in:
 - Recruitment & orientation,
 - Compensation and benefits,
 - Employee relations,
 - Occupational health & safety,
 - Training and development,
 - Organizational development,
 - Team building and facilitation,
 - Job design,
 - Performance management,
 - Issues management and change management.

Knowledge, Skills and Abilities:

- Knowledge of human resource and organizational development management principles, policies and practices and ability to apply this knowledge to complex problems and develop creative, effective solutions;
- Experience supporting the development of human resource policies, procedures and systems;
- Deep understanding of team dynamics, and how to help teams achieve great results;
- Knowledge of HR-related laws, acts, policies and their application in Canada, with some knowledge of similar legislation in African countries;
- Knowledge and understanding of gender equality and inclusion issues and demonstrable commitment to promoting equality and inclusion within the organisation;
- Thrives in a culturally and linguistically diverse international organization;
- Excellent verbal and written communication skills and interpersonal skills;
- Excellent skills in building and facilitating effective teams;
- Excellent planning and prioritization skills.

Languages:

- Bilingualism (English-French) is required.

Background:

Farm Radio International is a unique international non-profit organization dedicated exclusively to serving African farming families and rural communities through the innovative use of radio and mobile phones.

We always work through existing local radio stations. Our network currently includes more than 930 radio partners across 41 sub-Saharan African countries. Building the capacity of these stations and their local stakeholders is central to our approach to building viable communication platforms for long-term sustainable development.

We have seven offices in sub-Saharan Africa and run major projects in Burkina Faso, Ethiopia, Ghana, Kenya, Malawi, Mali, Mozambique, Niger, Tanzania, and Uganda. And we have worked with funders and partners such as the Bill & Melinda Gates Foundation, CABI, Global Affairs Canada, the International Development Research Centre, the International Maize and Wheat Improvement Center, Irish Aid, USAID, and the World Food Programme.

Together with our broadcasting and project partners, we reach tens of millions of small-scale farmers with life-changing information and enable them to have a stronger voice in their own development.

Applications:

FRI is an equal opportunity employer. Only those candidates selected for an interview will be contacted. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you wish to apply for this position, please follow [this link](#) to register on our candidate database.

No telephone calls please.