

Director of Human Resources & Administration, Vanuatu

Position Description

Reporting to:	Country Director, Vanuatu	Duty Station:	Port Vila
Department:	International Programs	Budget holder:	Yes
Team:	Vanuatu	Direct reports:	3 - HR Coordinator, ICT Officer & Admin Officer

Role Purpose

As a member of Save the Children's Vanuatu Senior Management Team (SMT) the Director of Human Resource and Administration reports to the Country Director, with a HR technical reporting line to the IP Senior HR Business Partner, and is responsible for providing effective, high level human resource, ICT and administration management to the Country Office. The role is responsible for providing leadership related to all organisational HR processes and ensuring that HR functions are performed in accordance with Save the Children Australia (SCA) policies and procedures, Vanuatu Labour Laws, and HR best practice. Additionally, the Director is also responsible for the oversight of the office management and administrative support and ICT provision for the Port Vila, Santo and Ambae offices.

This role will ensure that Save the Children's Vanuatu Country Office has the right structure, culture and talent needed to deliver on its objectives. In this role the Director will support people leaders in the country office to manage and develop their team members, as well as ensuring the implementation of Save the Children's HR policies and compliance with local labour laws. The Director will provide strategic guidance and supervision to HR and Administrative staff within the country office including dotted line supervision to the administration staff in the Santo and Ambae field offices.

As a member of the Senior Management Team (SMT) in Vanuatu, the Director will actively contribute to developing an organisational culture that reflects Save the Children's values, promoting accountability and high performance.

Key Areas of Accountability

Human Resources Management

- Provide Human Resources leadership, advice, support and solutions in analysing people issues and challenges across the country office
- Invest in and build HR capacity particularly in relation to recruitment, onboarding, learning and development and performance management practices
- Identify and support the improvement of HR policy, procedures, standards, tools and resources for the country office, ensuring compliance with local labour laws and alignment with Save the Children Australia practices

- Attract, recruit and retain the talented people that Save the Children Vanuatu need to achieve their objectives and identify and develop high potential staff
- Consult with employees and managers on employee grievances and disciplinary matters, implement disciplinary procedures in accordance with HR policies and provide advice to management on performance management (poor performance) issues.
- Assist managers in matters relating to employee relations, health and safety, and staff training
- Ensure Save the Children Vanuatu is complying with all statutory obligations, particularly in relation to NGO registration and local labour laws
- Ensure staff within the division maintain confidential and up to date personnel files
- Ensure participation of annual salary benchmarking review and updates shared with relevant SMT members
- Oversee the provision of monthly headcount reports to SCA HR and recruitment tracker data
- Equip people managers with the skills and capacity to drive their own recruitment, onboarding and performance managements processes
- Coordinate the induction process for new staff including orientation and creation of the induction schedule.
- Create and maintain a performance appraisal cycle calendar
- Coordinate the exit procedures for departing staff including the final letter, severance and final payment advice to payroll where applicable.
- Maintain up to date SC Vanuatu organisation structure
- Attend HR Community of Practise sessions, participate and support relevant improvement initiatives.

Administration Management

- Oversee all administrative functions and staff delivery of receptionist duties to ensure the office management runs smoothly
- Oversee the procurement of all office supplies
- Oversee the process for meeting immigration requirements, travel and accommodation requirements for international staff and other visitors, ensuring a smooth experience for those arriving in Vanuatu
- Coordinate the visitor calendar
- Support the arrival and stay for visitors to the country office
- Maintain the vehicle calendar and liaise with the supply chain and procurement team to ensure the booking system is utilised

ICT

- Ensure the provision of a resilient technical support for the smooth operations of IT functions and resources across all field offices of Save the Children.
- Support the design, planning and implementation of the Pacific IT Improvements Project
- Over the IT Support Officer to trouble shoot day to day IT issues in collaboration with provincial IT focal points and the SCA IT operations teams based out of Melbourne.
- Oversee the IT Support Officer to support supply chains teams to effectively manage inventory of IT equipment, carry out preventive maintenance and advise on efficient use of IT infrastructure.
- Ensure the IT Support Officer will has oversight and management of Windows based network functionality, is responsive to internal and external queries, provides efficient and timely technical trouble shooting and resolution support, and effective management of IT equipment, networking and internet access challenges.

Leadership

- Provide Human Resources leadership to all Save the Children Vanuatu staff, providing support and information with all HR related issues as required.
- Serve and participate as member of the Senior Management Team (SMT).
- Manage the HR & Admin budgets for the organisation, ensuring budget expenditure remains in line with the allocated budget for the year
- Capacity-build Managers to manage HR related issues
- Serves as a role model and mentor for staff, demonstrating Save the Children's values.
- Provide leadership and capacity development support to the HR and Support Services team, including undertaking detailed analysis of training needs and skills gaps to support the development of organisation learning and development plans.
- Ensure effective professional development, retention and succession plans are in place and used.

Health, Safety, Security and Risk Management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner always, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries, and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management

Child Protection and Safeguarding

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Always maintain a safe and positive relationship when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

Person Specification

- 8+ years relevant progressive experience in HR Director or HR Senior Manager role, out of which 5 years have been in senior leadership position in a corporate, government or an NGO environment,

- Extensive knowledge in designing and implementing HR strategy for the organization, as well as policies and procedures
- Solid experience in capacity building and setting frameworks for staff development;
- Ability to network, influence & negotiate with a range of diverse stakeholders

- Excellent team management skills
- Ability to set strategic direction and motivate teams to achieve shared goals

Qualifications/Accreditations:

- Tertiary qualifications at a minimum of a Bachelor Degree in human resources management, business or related disciplines

Additional Information

- Any offer of employment at Save the Children Vanuatu will be subject to a satisfactory National Police Record Check and two reference checks
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours
- Save the Children Vanuatu is an Equal Opportunity Employer

Driver's Licence:

Not Required

Travel: limited travel**Working with Children Check:**

Required

Assets: laptop