



together possible.

RECRUITMENT NOTICE

Position title: People & Culture Manager, WWF CAR
Reports to: Country Coordinator, WWF CAR
Supervises: People & Culture Assistant
Location: Bangui – CAR

Mission of the Department: In compliance with the Global WWF People and Culture policies and standards, ensure that WWF CAR maintains the highest standards in People & Culture management; fostering the embedding of a culture based on network citizenship; respecting the ways of working; in order to support the achievement of the Country Office conservation goals and objectives articulated in the Strategic Plan.

I. Major Functions

Under the supervision of the Country Coordinator, the People & Culture Manager as a member of the Senior Management of WWF CAR will:

- Implement the People and culture component of the WWF CAR Strategic Plan;
- Implement effective people, organizational and management structures, policies and processes in alignment with WWF guidelines, policies and procedures and CAR legal standards;
- Lead advisor to the Country Coordinator and his/her team in matters concerning people related risk management.
- Advise and support leaders in creating a culture of collaboration, innovation and results focus in WWF;
- Embed the desired organizational values and behaviors in all key People & Culture processes across the organization;
- Develop and embed the right People & Culture standards, policies, procedures and platforms in-order to attract, develop and retain the right people for the organization;
- Create and support the optimal working environment in which the staff are able to perform at the highest level and are able to maximize their contribution towards the conservation goals;
- Drive the WWF network towards a common approach to people development, global mobility, leadership development, rewards philosophy and gender diversity.

II. Major Duties and Responsibilities

- Manage recruitment processes in collaboration with hiring managers, ensuring compliance with standards in resourcing, recruiting, orientation/induction, contracting procedures;
- Support the development and implementation of succession planning for WWF CAR;
- Coordinate talent management efforts in line with WWF's Talent management process;
- Coordinate the annual performance and development Journey process and ensure that all staff are evaluated;
- Together with SMT members to develop Organizational Development (OD) strategy for WWF CAR and implement the P&C's annual work plan under OD strategy
- Develop and implement together with other SMT members policies on health, safety, diversity, equity and inclusion to ensure the compliance with WWF network standards and local laws and regulations;
- Act as the Fraud and Corruption/Compliance Focal point of the Country Office: trains and raises awareness to staff, including Induction to new staff about the Compliance and Ethical standard; investigates and reports on related incidents, recommends any improvement plans that may be necessary, to ensure that WWF CAR complies with WWF's Code of Conduct;
- Develop and oversee the implementation of WWF CAR training and development plan, manage the leadership and management training programmes;

- Develop and support measures to improve and develop positive organizational culture and employee well-being;
- Ensure the regular review and appropriate application of salary reviews in line with the compensation & benefits guidelines, and oversee payroll management
- Advises Management and monitor staff related legal/disciplinary matters in line with the P&C Policies and local labour laws;
- Ensure proper staff welfare management including managing relationships with key partners e.g., labor authorities, social security, statutory agencies and service providers (Health Insurance, life and personal Accident insurance);
- Ensure that all Field programme locations adhere to the P&C policies and procedures and the local labour laws.
- Ensures and follow-up implementation of audit recommendations on P&C matters
- Ensure People & Culture needs are provided for on the annual and program budgets and support the fundraising team to look out for resources for people culture and development.
- Maintains employee contracts and ensures compliance with the WWF Policies and local labour laws;
- Assists the Country Coordinator in communication with all staff, in CAR Country office and field staff as appropriate, on people & culture matters that affect them;
- Manage the entire employee life cycle, induction, contracts management, separation and P&C policy compliance;
- Carrying out regular internal audits on field projects on People & Culture issues;
- Performs other duties as requested by the Country Coordinator.

III. Profile

Required Qualifications

- Masters' degree in HR, administration, Business Management or other related fields;
- At least 8 years of professional experience in HR in CAR (min 3 years in a managerial position);
- Proven track record in Human Resources administration and management;
- Knowledge of the institutional, legal and policy framework of employment and HR management in CAR;
- Experience working with an International NGO is an added advantage.

Required Skills and Competencies

- Proven skills people management;
- Proven skills in change management;
- Proven skills in HR administration;
- Integrity, customer orientation;
- Good knowledge of Ms Office suite;
- Good oral and written skills in English and French;
- Strategic business partnerships;
- Experience in people programmatic policy based approach;
- Demonstrated experience in applying HR management protocols;
- Excellent inter-personal skills, and a good understanding of human relationships;
- Good guidance, counselling, conflict management, and negotiation skills, at all levels;
- Good abilities to work in a team;
- Experience of working in a matrix organization;
- Excellent oral and written communications skills;
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;

IV. Working Relationships

Internal: Reports to the Country Coordinator, interacts with Heads of Departments, all CAR staff and teams on a daily basis, and as required coordinates and interacts with various project teams, the Regional People & Culture Director and People & Culture team, WWF International and other WWF Network staff.

External: Interacts with national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, in collaboration with the Country Coordinator.

How to apply?

Applications including a cover letter and detailed CV should be sent electronically to: recruitment@wwfcar.org

Application deadline: January 30, 2023.

The subject line should read "P & C Manager ".

PLEASE note that only shortlisted candidates will be contacted.
WWF is an equal opportunity employer and is committed to a diverse workforce!