

## HR Manager – WeForest Zambia

- **Full time employee contract**
- **Location:** Copperbelt Zambia
- Attractive package for a small size NGO, level 3 (management) salary
- Starting date: ASAP, job will remain open until a suitable candidate is found

### WE FOREST

Global warming is one of the biggest challenges of our time and large-scale forest conservation & restoration will help reverse it. Our aim is to demonstrate, through the restoration of entire regions, that well planned tree planting and reforestation can be the solutions to today's biggest challenge: climate change.

WeForest has been active around agroforestry, farm forestry and sustainable reforestation in Zambia since 2011. WeForest Zambia Ltd. was established in 2019 with six projects currently running: two in the Copperbelt and four in Muchinga province.

### JOB SUMMARY

WeForest is hereby hiring an experienced Human Resource Manager, who will contribute the growth and consolidation of human resources in the organization, both at project and cross-project level. He/she be responsible for all Human resource and related administrative matters of WeForest Zambia and will support the different teams in facilitating the forest and landscape restoration programmes.

### MAIN RESPONSIBILITIES

The HR Manager co-develops the relevant HR strategies and policies to support the growth of the organization, by ensuring that we can attract the right profiles, develop our people from a training and needs perspective and create an enabling HR framework for an efficient organization with motivated employees. Key responsibilities include:

- Develop and implement HR strategies and initiatives at country level, aligned with the overall global strategy;
- Co-develop recruitment policy, Human rights policy and Grievance mechanisms;
- Monitor and advise the overall HR policies and procedures within WeForest Zambia;
- Support and identify current and future staff needs, identify trainings for the development, engagement, and motivation of our staff;
- Manage the recruitment and selection process of future employees;
- Nurture a positive working environment;
- Oversee, manage and implement the timely performance appraisal system that drives high performance;
- Provide individual coaching and support to project coordinators in project team supervision and management;
- Organize regular team meetings and team buildings across the project teams in Zambia, making sure you visit project teams in real life on a regular basis (min. quarterly);
- Maintain pay plan and benefits/bonus program;
- Provide training related to HR needs in the company;
- Provide decision support through HR metrics;
- Strengthen Code of Professional Ethics compliance and alert procedure;

- Ensure legal and ethical compliance throughout human resource management as well as overall risk management processes related to health and safety of staff (i.e. risk management);
- Organize other admin related tasks when needed.

### REQUIRED SKILLS & QUALIFICATIONS

- Relevant degree in HR Management. Extra qualifications in coaching or ethics management is a plus;
- 5 years of experience with similar responsibilities;
- Understanding of general human resources policies and procedures;
- Excellent knowledge of Zambian labor law and employment act is a must;
- NGO/Charity experience preferable. Field experience an asset;
- Fluent in English and Bemba, both oral and in writing;
- Excellent communication and people skills. Exceptional listening skills;
- And... Since WeForest is still a small organisation, very hands-on!

### CONTEXT

WeForest is an international non-profit association headquartered in Belgium with the mission to conserve and restore the ecological integrity of forests and landscapes, engaging communities to implement and deliver lasting solutions for climate, nature and people. We promote science and best practices in a culture of sharing and inclusion, so that others can replicate and augment what we do.

### POSITION WITHIN WEFORREST

The HR Manager will report to the Country Director and work closely with the Manager of Operations. The role also has a dotted line reporting to WeForest's HR Director at the Headquarters, to ensure alignment with the global HR strategic needs and policies.

### HOW TO APPLY

Please apply by sending your application in English to [recruitment.zambia@weforest.org](mailto:recruitment.zambia@weforest.org) with your CV, a motivation letter and the contact of 2 recent references by July 31st 2022. Due to the anticipated high number of applicants, only shortlisted candidates will be contacted for an interview. We thank you in advance for your interest.

As Barack Obama said: "We are the first generation to feel the effect of climate change and the last generation who can do something about it."

If you feel up to the challenge, contact us!