**JOB DESCRIPTION**

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| **Job Title:** | HR Coordinator – Maternity Leave cover |
| **Employer:** | Self Help Africa  |
| **Location:** | Dublin, Ireland |
| **Contract type:** | One-year fixed term contract  |
| **Hours:** | Full time, 37.5 hours per week |
| **Reports to:** | HR Business Partner  |
| **Organisation overview:** | **About Self Help Africa** Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to end hunger and extreme poverty. In 2021, Self Help Africa merged with United Purpose, doubling our size.The organisation now works in 17 programme countries, 15 of these are in sub-Saharan Africa. Subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’ have been created for our programmes in the two countries where we are working outside of Africa.In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, TruTrade, an innovative trading platform in East Africa, and CUMO, Malawi’s largest micro-finance provider.Our three core values are:▪ Impact: We are accountable, ambitious, and committed to systemic change.▪ Innovation: We are agile, creative and enterprising in an ever-changing world.▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose:** | The purpose of this role is to provide maternity leave cover on a one-year fixed term contract. Working closely with the HR team, the HR Coordinator will be part of the global People and Culture team and they will provide high calibre day to day HR support across the organisation. This is a varied with responsibilities across all aspects HR and will require good organisation and multi-tasking skills, as well as excellent interpersonal skills and experience.  |
| **Key Responsibilities:** | * Facilitate the end-to-end recruitment processes for designated roles across the organisation.
* Support the induction and onboarding process for new joiners.
* Ensure all day-to-day HR administration, to include preparation of documents, is delivered effectively and the HR database is accurately maintained.
* Support the maintenance and updating of HR policies, guidelines, and processes.
* Support the coordination, administration and organisation of learning and development initiatives.
* Support monthly payroll administrative processes.
* Support and facilitate the administration of the performance management process.
* Coordinate the set-up and administration of employee engagement initiatives.
* Coordinate and manage administration for the employee well-being programme
* This role will require the incumbent to provide as hoc administration assistance as required
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| **Key Relationships:** | **Internal*** Director of Business Services
* HR Business Partner(s)
* Global Finance Team
* Fundraising Team
* Communications Team
* IT Team
* Programmes Team
* Retail Team
* Regional Directors and Country Directors
* Self Help Africa’s staff across Ireland and UK

**External*** Suppliers
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| **Knowledge, Experience and Other Requirements** | **Essential** * Diploma/Degree Qualification in Human Resource Management and/or CIPD certification
* Minimum one-year administrative experience, preferably in a HR setting.
* Knowledge in recruitment and/or employment law.
* Excellent interpersonal and organisational skills.
* Ability to manage varied tasks simultaneously, working effectively as a team member and on own initiative.
* Excellent written and verbal communication skills and professional telephone manner.
* Good knowledge of MS Office suite and database systems.
* Ability to be discreet and discern when confidentiality is required.
* Good IT skills with a high level of accuracy and attention to detail

**Desirable** * Experience working in the NGO sector an advantage, but not essential.
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*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa is an equal opportunities employer.**