

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Human Resources (HR), Administration and Safeguarding Adviser		Americas and the Caribbean Regional Office (ACRO)	
Location:	Responsible to:		Date:
Bogota - Colombia	Head of Operations		March 2021

1. JOB PURPOSE

The HR, Administration and Safeguarding Adviser ensures that ACRO policies and procedures are in place and implemented and advises senior leadership in their area of responsibility. The job holder is responsible for recruiting the right talent, enhancing staff performance, supporting employee development, planning strategic HR initiatives, managing HR staff and consultants and running induction processes. This position ensures compliance with IPPF HR policies and procedures as well as with local labour and fiscal legislation and regulations.

The job holder also manages security and safeguarding in close coordination with the Regional Director. They support a culture of performance, efficiency, effectiveness and accountability, and champion organisational values and competencies.

2. KEY TASKS

Human Resources

- Develops, implements and controls HR policies and procedures as stated in the ACRO Standard Operating Procedures (SOPs) and manuals to ensure guidelines and tools are aligned with business strategy, IPPF policies and procedures, existing legal requirements and best practice.
- Minimizes legal exposure on HR issues at all times.
- Initiates, manages and acts as a focal point for the performance appraisal process, ensuring deadlines and procedures are respected, providing briefings and orientation to supervisors and staff as required.
- Ensures salaries and benefits are paid in accordance with contractual obligations and any statutory deductions are made including monthly payroll with an eye towards accuracy.
- Monitors and coordinates employee contract management, including regular extensions in line with policies.
- Maintains and regularly updates personnel records, ensuring that the confidentiality of HR files are always maintained.
- Implements the absence management system for staff.
- Supports hiring managers with recruitment processes: placing ads, ensuring they adhere to standardised approach to job descriptions, grading, interviews etc. and drawing up contracts, in line with IPPF policies and procedures and ensuring legal

compliance with working conditions in Colombia and Trinidad. Acts as focal point on contractual negotiations.

- Ensures that a system is in place for delivery of orientation/induction of new staff and adherence to procedures on probation process.
- Draws up new contracts in line with agreed procedures, and ensures job descriptions, contracts and HR mapping are accurate and consistent. Ensures internal equity.
- Leads exit management procedure to ensure seamless and positive transition for departing employees, while ensuring that all formalities are carried out.
- Coordinate with the Head of Operations, finance controller, and departmental assistants to ensure comprehensive, streamlined administration and event management in ACRO.
- Co-ordinates a coherent approach to staff performance review, development and training based on needs supporting managers and staff to source appropriate opportunities to attain their objectives.
- Acts as main link with HR suppliers and review employment and working conditions to ensure legal compliance.
- Advises supervisors on the management of disciplinary plans of action such as complaints and grievance matters as required, in particular through acting as support for ACRO on the IPPF Safe Report.
- In coordination with the financial controller, supervises the payroll processing throughout the year, including corrections, ordering vouchers etc.
- Identifies staff learning and development and other HR needs in close coordination with the senior management team and develops and implements plans to address identified learning needs.
- Maintains an effective negotiation process and harmonious employee/employer relationship.
- Works to actively engage in building trust at all levels, with all employees.
- Addresses staff concerns and stress in a timely and professional manner, escalating where necessary.
- Supports the well-being of staff and fosters a positive working environment.
- Embodies a model approach to cooperation, communication and teamwork.

Administration

- Provides high quality, client-focused administrative and related office services in adherence to the IPPF's procurement policies, rules, regulations and practices as well as donor requirements.
- Develops, implements and controls administrative processes in accordance with established internal procedures, local law, and IPPF standards.
- Ensures the procurement, maintenance and efficient functioning of the fittings, supplies and equipment that are necessary for the functioning of the office.
- Oversees the logistical arrangements for meetings, conferences and travel in accordance with IPPF travel policy.
- Ensures the provision and maintenance of a safe and healthy work environment in accordance with Colombian and Trinidadian regulations and IPPF's good practice.
- Ensures the procurement goals are to achieve value for money for the organisation

Security and Safeguarding

- Responsible for the implementation of the ACRO security and emergency preparedness plan and the inclusion of security procedures against high risk threats into the Standard Operating Procedures (SOPs), contingency plans and travel policy.
- Provides technical assistance to Member Associations on security.
- Conducts or commissions periodic training for all staff to ensure that they understand security and emergency preparedness plans tools and SoPs.
- Devises and conducts security briefings for all visitors and provides formal security reports.
- Is first aid and fire trained, ensuring others within the office (s) are likewise.
- Proactively monitors the political, military and security situation in relevant areas, offering assistance and advice as required.
- Attends relevant coordination meetings at different levels national/regional and develop good relationships with civil defence, UN security focal points, NGO cluster groups and focal points, police and other security entities in areas of operation.
- Oversees the physical security of the office, informing leadership of deficiencies or issues.
- Provides timely verbal and written security alert and incident reports whenever they occur to senior leadership in IPPF.
- Takes on responsibility, in partnership with safeguarding colleagues, for the effective operation of the Regional Incident Reporting Unit for the Region.
- Acts as Incident Co-ordinator for HR and other relevant incidents as required.
- Undertakes relevant investigations promptly, as required; produces Terms of Reference, reviews documentation, carries out interviews and consults with those involved, and makes recommendations and contributes to implementation of these.
- Ensures IPPF's Incident Management data base is kept up to date.
- Ensures follow up expedited in an equitable and fair manner and meets all legal and employment regulations and requirements.
- Serves as an ambassador and champion of the Code of Conduct; ensures issues are followed up in a comprehensive manner

Other

- Fully integrates a gender equality -including Sexual Orientation and gender identity-, racial and ethnicity diversity approach in all IPPF ACRO activities.
- Contributes to a working culture of equality, diversity, trust and excellence.
- Embraces safeguarding and other internal policies and is compliant with their implementation.
- Upholds the values, ethics and culture of IPPF and be an ambassador of the organization.
- Undertakes any other reasonable duties that may be requested.

3. RESPONSIBILITIES

Advises the Head of Operations, Senior Management team, hiring managers and other staff.

PERSON SPECIFICATION

4. EDUCATION & WORK EXPERIENCE

- Master's degree on Business Administration, HR management or related field or equivalent work experience.
- Recognised HR qualification or certification desirable.
- At least three-years of working experience in HR and administration.
- Good knowledge of the requirements of labour legislation in Colombia and Trinidad.

5. PROVEN ABILITY

- Experience in HR management and administration ideally at the international level.
- Experience in developing and/or reviewing/updating HR policies and procedures.
- Knowledge of business administration and HR functions (pay and benefits, recruitment, training and development).
- Understanding of labour laws and disciplinary procedures.
- Proficient in utilizing IT.
- Experience in security management and emergency preparedness is highly desirable.
- Excellent communication and interpersonal skills, able to work with all levels of management, staff, volunteers and members.
- Commitment to gender equality, sexual and reproductive health and rights, non-discrimination and diversity, and young people and youth participation are a must.
- Experience of working in a diverse, multi-cultural environment is highly desirable.
- Understanding of political, cultural and socio-economic dynamics across the Americas and the Caribbean and knowledge of its significance in the international context.
- Understanding of and a commitment to safeguarding including child protection, in a local and international context.

6. SKILLS

- Up-to-date knowledge of Colombian and/or Trinidadian labour law legislation and relevant national legal frameworks
- Advanced computing skills, to include Word, Excel, PowerPoint, Outlook
- Excellent written and spoken Spanish and English essential. French is desirable.

7. COMPETENCIES

- Highly organized, flexible and able to react to situations promptly.
- High attention to detail.
- Diplomatic and able to maintain a high level of confidentiality.
- Ability to work on own initiative but also in a team.
- Ability to work under pressure and to meet deadlines.
- Outstanding interpersonal skills and diplomacy.
- Excellent time management and organisational skills to meet pressing deadlines.
- Outstanding IT skills and social media skills.
- Operates collaboratively at every level in the region including political, professional and grassroots environments.

- Value-driven individual with a rights-based and gender-sensitive perspective and a strong commitment to the populations IPPF serves particularly adolescents, youth, women and girls from the most left behind communities.
- Integrity, sound judgement and ability to maintain confidentiality and a flexible personal style.
- Ability to listen to feedback and to respond and relate with respect, empathy and congruence.
- A positive approach to challenges with strong problem-solving, innovative and creative thinking competencies.
- Commitment to the multi-cultural and diverse environment in which IPPF operates.
- A true self-aware team-player with an aspirational and empowering and assertive approach to leading teams.
- Commitment to accountability and safeguarding, and zero tolerance to discrimination on any grounds.
- Fully committed to bodily autonomy and women's right to choose and to have access to safe abortion care.

4. OTHER

- Willingness to travel internationally – maximum of 10 days per year.