



HR firm specialist of the humanitarian sector
IS RECRUITING ON BEHALF OF



A REGIONAL HUMAN RESOURCES BUSINESS PARTNER MIDDLE EAST & NORTH AFRICA

You are a seasoned HR professional with experience at senior level in different NGOs in the MENA region? You are a strategic thinker able to give high level advice to Senior Management Team? You have strong experience in change management?

THIS JOB IS FOR YOU!

Contract duration 1 year (negotiable)

Duty station Jordan or Lebanon

Minimum experience 10 years

Date of start May/June 2023

Deadline to apply 14.05.2023

About Oxfam

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Across regions, from the local to the global, Oxfam works with people to bring change that lasts.

Oxfam's work is grounded in the commitment to the universality of human rights. Driven by diversity and founding our asks in evidence and experience, Oxfam takes sides against poverty and injustice everywhere. Feminist approaches guide all Oxfam's analysis, action and interaction.

Oxfam's vision is a world that is just and sustainable. A world in which people and planet are at the center of just economies. A world in which women and girls live free from gender-based violence and discrimination. Where the climate crisis is contained, and inclusive and accountable governance systems allow for those in power to be held to account.

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Context of the position in MENA regional office

The Regional Platform (RP) of Oxfam in the Middle East and North Africa (MENA) has a mandate to:

- Provide strategic leadership, management & accountability of and to Oxfam country programmes in MENA.
- Deliver regional impact, developing partner relationships, brand and impact in the region through relevant influencing and advocacy work, public engagement and programming
- Connect, coordinate, convene – Connect practitioners to sources of expertise, convene people to share knowledge and learnings, and coordinate capacity building initiatives
- Enable operational agility and efficiency – Provide support to Oxfam country offices

In MENA, Oxfam works in development, humanitarian, and campaigning, with a large part of the current transformation focused on becoming a major influencing & advocacy, knowledge-for-impact global reach organisation.

Countries covered by MENA regional platform are: Jordan, Lebanon, Iraq, Yemen, Syria, Occupied Palestinian territories and North Africa Cluster which include Tunisia, Morocco and Libya.

The regional HR team provides a professional, business focused organisational development and human resource management service on behalf of the OI Secretariat, delivering a proactive and solution- based approach for resolving issues and ensuring that staff are effectively resourced, managed and developed to deliver organisational strategy.

Your main responsibilities

You will have two broad goal areas:

1. To proactively provide strategic and analytical inputs and support to the Regional Director and Regional Leadership Team, as well as to the Country Directors and Country HR Managers in order to achieve the MENA regional strategy and Oxfam's mission.
2. To manage and / or ensure that all staffing issues are managed in line with Oxfam policies and procedures and facilitate effective implementation by managers, or working alongside managers, to support delivery.

As a key member of the Regional Platform and the OI People & Culture leadership team, you will lead and facilitate the development of a highly effective and strategic HR function in the region to ensure the organization has the right structure, culture and talent needed to deliver on its objectives across the region (including countries). You will be the trusted partner of the Regional Director and the Regional Platform on all people related matters. You will support and enable countries in the region to manage and develop their people as well as ensuring that quality standards in Human Resources are met across the region. You will be accountable for the implementation of OI People & Culture Strategy within the region.

Your responsibilities will be:

- 1. Provision of Strategic HR Leadership to the OI Regional Director and Regional Platform, as well as HR guidance, coaching and capacity building to the Country HR Managers - (55% of time)**
 - As a trusted Business Partner to the Regional Leadership Team, influence senior management thinking and behaviors on the people aspects of the Regional Strategy, Regional Operating Plan, transformation and change processes and ensure that people management is central to this.
 - Provide support and advice to HR plans defined and implemented within the region, in order to achieve a common HR framework in the region.
 - Ensure consistency with the global HR strategies adapting for the region where necessary and drawing and building on developed best practice where this exists.
 - Support the recruitment and capacity building of HR staff across the region in collaboration with and in close relationship with affiliates' HR capacity, whether in the role of Executing Affiliate or Partner Affiliate.
 - Analyze trends, identify challenges on HR matters across CO's in MENA and provide solutions to the regional leadership team and HR country leads.
 - Provide guidance on staff capacity building and in formulating the annual HR plans

- Develop, advise on and implement the full range of human resource strategies necessary to support effective people management across MENA. He/she will ensure human resource management contributes to and is aligned to the region's strategic goals and lead the region's commitment to learning and development and knowledge management
- Work closely with the regional leadership to attract, recruit and retain talented people and to identify and develop high potential staff
- Influence and contribute to the development of HR policy, procedures, standards, tools, and resources, in line with global requirements and regional/country specifics. Ensure effective adaptation at all levels and compliance with the local labour regulations and donor requirements

2. Learning and Organizational Development - (35% of time)

- Ensure that country teams and the regional platform are supported in understanding and accessing resources and knowledge to create and implement organizational and professional development plans and goals at regional and country level
- Conduct talent mapping by identifying talent in countries, coordinate resources, fill the gaps and develop capacities in line with organizational requirements in order to optimize talent
- Embed a culture of performance management across the region (including country offices), where staff are held accountable, recognised and rewarded for high performance
- Support managers in the development and coaching of staff to optimise their potential in pursuit of Oxfam's objectives
- Stay abreast of changing organizational and external situational circumstances, which may impact the wider organization and proactively develop suggestions for addressing them and/or incorporating relevant information into Oxfam's ideas and approaches
- Support change processes in the MENA region, together with relevant colleagues in OI, EAs, CO's and RP to operationalize them and make them effective according to Oxfam values and ways of working.
- Contribute to the development and dissemination of feminist principles and approaches within the MENA region as part of the regional leadership team.

3. General Awareness and Coordination - (10% of time)

- Support the design and implementation of any required HR new systems, processes and policies, working in coordination with the functional teams in the region (countries and affiliates) and at global levels.
- Establish connections and networks with peer INGOs in the MENA region to keep abreast of best practices and possible initiatives.
- Contribute to OI People & Culture strategy development.
- As a member of the OI People & Culture Leadership team, represents the region needs, challenges and context.

Others

- Eager and required to adhere to Oxfam's principles and values ([click here](#)) as well as the promotion of gender justice and women's rights ([click here](#)).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Your profile

TECHNICAL SKILLS/KNOW HOW

- **Strategic thinking, designing an HR strategy, adapting the organizational and operation strategies to create the HR strategy, define HR action plan**
- Abilities to solve issues related to recruitment, staff attraction and retention, staff development and capacity building, mobility and career development, remuneration and benefits, disciplinary issues, social climate, social dialogue...
- Assess/create/update HR policies, processes and tools
- Put in place, follow-up and analyse HR metrics and KPI
- Change management
- Capacity building and mentoring of country HRBP
- **Fluency in English with excellent verbal and written communication skills**
- Arabic and French spoken and written a plus.

EDUCATIONAL BACKGROUND

- Degree in Human Resources or related field (where appropriate in the local context)
- Relevant post-graduate academic qualification in human resource management, organizational development, psychology or related discipline (where appropriate in the local context).

SOFT SKILLS

- **Communication skills: able to adapt his/her communication style to different stakeholders.**
- Capacity to work with and adapt to different stakeholders (CDs, country HRBPs, regional team, global reward team...)
- Conflict management
- Team spirit
- Able to work with teams remotely
- Cultural sensitivity
- High level of ethics
- Commitment to Oxfam's overall aims and policies and experience of promoting gender equity and diversity and the interests of marginalized people in all aspects of Oxfam's work.
- Sense of confidentiality

PROFESSIONAL EXPERIENCES

- **At least 10 years as Country HRBP/ HR/HR manager part of the SMT**
- **Experience with an international NGO**
- **Experience in at least one of the MENA region countries**
- Substantial knowledge and experience of organizational development, especially capacity building and skills transfer, learning and development and knowledge management. Experience in creating a learning and sharing environment.
- Extensive working knowledge and experience of (region and countries) labour law and its application.
- Experience working in multicultural environment.

Details of the conditions

DUTY SATION	Beirut, Lebanon or Amman, Jordan Domestic and international travels up to 20% of the time if conditions allow.
STARTING DATE	ASAP
CONTRACT DURATION	Fixed term contract of 1 year (renewable)
INDICATIVE SALARY	Competitive salary based on the location
BENEFITS	The benefits package depends on the type contract whether the successful candidat is national or international

LOOKS LIKE YOU?

Send your application (CV in English + cover letter in English) with the reference « Oxfam/RHRBP » at: recrutement@humanitalents.com before **May, 14th 2023***.

**Humanitalents encourages to apply early as we are reviewing the applications on a regular basis*