

Human Resources Manager

International Recruited Staff

Reports to: Director of Human Resources and Administration

Location: Cairo, Egypt

Closing date: 24 February 2018

Main purpose of the position

ICARDA is in the process of implementing an exciting program of organizational change, including a new institutional strategy that will more effectively address today's development challenges in the dry areas, and a new business model to enhance the organization's ability to deliver its mission. In this context, ICARDA is looking for a dynamic and creative person to be part of a small HR team and to support the Director of HR and Administration with the management of the day-to-day HR operations in some 20 countries, and with the implementation of a number of initiatives aimed at aligning HR policies, processes and practices with the Center's new organizational strategy. The Human Resources Manager will make an important contribution to ICARDA's goals to become an employer of choice and to foster a high-performance, result-oriented culture through the recruitment and development of a diverse and highly competent workforce. The position will be based in Cairo, Egypt.

About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by the Consultative Group on International Agricultural Research (CGIAR).

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: www.icarda.org

Main responsibilities

Reporting to the Director of Human Resources and Administration, the Human Resources Manager will have a broad scope of work, and the emphasis of the main responsibilities listed below may vary depending on the specific background and specialized knowledge of the successful candidate.

- Support line managers in the different locations in achieving their objectives by providing high-quality HR services and advice, including on HR needs analysis, staff development, job design, recruitment and selection, and policy implementation;
- Enhance line managers' capacity in effective people management practices, including change management, through providing appropriate training, coaching and guidance;
- Effectively manage the recruitment and selection process;

- Lead the process for the automation and improvement of ICARDA's performance management system and practices, including rewards and incentive schemes;
- Support the Director of HR and Administration in the implementation of a number of change initiatives, e.g. Gender and Inclusion, developing organizational values and embedding them in HR processes and practices;
- Support the Director of HR and Administration in designing effective staff training and development programs, conducting needs analysis with line managers, sourcing, and evaluating training initiatives;
- Support the Director of HR and Administration in conducting a review of HR processes to improve their effectiveness and efficiency;
- Effectively handle HR issues, complaints and grievances;
- Working closely with the Compensation and Benefit Specialist, conduct reviews and advise on compensation and benefits;
- Monitor HR departmental and organizational metrics through the collection of quantitative and qualitative data, analysis and reporting;
- Contribute to HR policy reviews, improvement and implementation;
- Keep abreast of HR trends on good practices and advise on opportunities for improvements at ICARDA;
- Act as officer-in-charge in the absence of the Director of HR and Administration;
- Perform any other related task as may be assigned by the Director of HR and Administration.

Education, qualifications and experience

- Masters' degree or equivalent in Human Resources, Business, Organization Development, or other relevant discipline; a Bachelor degree is accepted if combined with additional years of experience or other relevant qualifications or training;
- At least five years of relevant experience in Human Resources, with responsibilities encompassing a broad spectrum of HR functional areas, operating with a high degree of independence, including experience in international organizations with staff deployed in multiple locations and countries;
- Excellent knowledge of human resources management theories, principles and practices;
- Demonstrated training and coaching skills to support managers and staff at all levels;
- Strong service orientation with the ability to proactively approach clients to understand their needs and to find effective solutions;
- Excellent computer skills in a Microsoft Windows environment; knowledge of and experience in the use of ERP systems;
- Excellent interpersonal and communication skills to interact effectively with people of different national and cultural backgrounds;
- High degree of tact, discretion, and good judgement to effectively manage sensitive and confidential issues;
- Excellent spoken and written English.

Terms of appointment, salary and benefits

This is an internationally recruited position for which ICARDA offers an attractive compensation package including a competitive salary, housing allowance, non-contributory retirement plan, medical insurance and leave provisions. All benefits are denominated and paid in US Dollars. The successful candidate will be offered an initial contract of 3 years, renewable subject to satisfactory performance and availability of funds. The first year will be probationary period.

Human Resources Office

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How to apply

Please apply online at www.icarda.org/iea/ by **24 February 2018**.

We are an equal opportunity employer and encourage applications from qualified women.

Applications will be acknowledged, but only shortlisted candidates will be contacted.