

IEA # 611
UBW # 100175



Human Resources Business Partner

Nationally Recruited Staff

Reports to:

Functionally – Director Human Resources & Administration, Egypt
Administratively - Office Manager, Morocco

Location: Rabat, Morocco

Advertisement date: 11 July 2019

Closing date: 14 August 2019
(or until the position is filled)

Main purpose of position

The Human Resources Business Partner plays a primary role in strengthening the support and oversight of all human resources operations in ICARDA Office and research station in Morocco, and in ensuring operations are aligned with business objectives and institutional HR strategies, policies and practices. The HR Business Partner covers the full spectrum of HR activities and, in coordination with Corporate HR, implements best practices to foster a high-performance culture.

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

Dalia Bldg. 2nd Floor
Bashir El Kassar Street,
Verdun Area, next to Arab Bank
P.O. Box 114/5055
Beirut, Lebanon,
Tel: +961-1-813301/3

Main responsibilities

- Act as the first HR entry point for all HR-related matters for all staff based in Morocco;
- Proactively engage with line managers and provide HR support and guidance to help them achieve their business objectives, including on performance management, training needs analysis, job design, policy application and interpretation;
- Provide training and coaching to line managers to enhance people management capacity and competence;
- Evaluate issues, patterns, and trends to provide proactive insights for HR solutions;
- Work closely with management and employees to ensure a respectful and inclusive work environment;
- Manage employee relations and address grievances when they arise;
- Working closely with the recruitment specialist, oversee all aspects of the recruitment and selection process for all positions based in Morocco;
- Working closely with the compensation and benefits specialist, conduct local compensation reviews to ensure ICARDA remains a competitive employer;
- With the prior approval of the HR Director, prepare all offers of employment and employment contracts for Nationally Recruited Staff (NRS) based in Morocco, for the signature of the Office Manager;
- Responsible for the effective onboarding of all new staff appointed in Morocco;
- Monitor contract extensions for all NRS in Morocco and coordinate the approval process, ensuring that staff are notified as per policy on requirements for notice periods;
- Monitor changes affecting contractual terms and conditions of NRS staff in Morocco and prepare letters to formalize such changes for the signature of the Office Manager;
- Prepare monthly payroll changes for NRS staff in Morocco for approval by the Office Manager; this includes, ensuring that salaries, benefits and tax and social security deductions are correct and in compliance with labor law;
- Keep complete, current and accurate record of the offers, contracts, and letters and other relevant personnel documentation for all NRS staff in Morocco in the ICARDA's digital personnel records archive (OSCAR);
- Monitor compliance with ICARDA's policies and Moroccan labor laws;
- Manage a very small team (one or two staff);
- Support and/or act as project manager for large cross-functional change management initiatives;
- Contribute to the development of institutional HR strategies, policies and initiatives aimed at improving human resources practices at ICARDA.

Education, qualifications and experience

Essential qualifications and competencies

- Bachelor's degree or equivalent in Human Resources or business-related field;
- At least five years of relevant experience in Human Resources, with increasing level of responsibilities encompassing a broad spectrum of HR functional areas, and including experience in international organizations;
- Excellent knowledge of human resources management theories, principles and practices;
- Proven ability to effectively coach employees and line managers;
- Awareness and sensitivity regarding gender issues;
- Good knowledge of Moroccan labor laws;
- Strong service orientation, with the ability to proactively approach clients to understand their business needs and to find effective solutions;
- Excellent analytical and problem-solving skills, including conflict management skills;
- Excellent computer skills in a Microsoft Windows environment and experience in the use of ERP systems;
- Ability to operate effectively with a high degree of independence;
- Excellent interpersonal and communication skills to interact effectively with people of different national and cultural backgrounds;
- Excellent people management skills;
- High degree of tact, discretion, and good judgement to effectively manage sensitive and confidential issues;
- Excellent spoken and written English and French, working knowledge of Arabic.

Desirable qualifications and competencies

- Masters' degree or equivalent in Human Resources;
- Certification in coaching;
- Experience in an international research for development organizations.

Terms of appointment, salary and benefits

This is a nationally recruited position for which ICARDA offers an attractive compensation package including a competitive salary, medical insurance, 30 days of annual leave, five months' maternity leave, 15 days' paternity leave. The successful candidate will be offered an initial contract of 3 years, renewable subject to continued need for the position and satisfactory performance. The first 12 months will be probationary period.

Dalia Bldg. 2nd Floor
Bashir El Kassar Street,
Verdun Area, next to Arab Bank
P.O. Box 114/5055
Beirut, Lebanon,
Tel: +961-1-813301/3

IEA # 611
UBW # 100175



How to apply

Please apply online at www.icarda.org/iea/ by 14 August 2019. Applications will be considered until the position is filled.

ICARDA is committed to increasing women representation in its workforce and strongly encourages applications from women.

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

Dalia Bldg. 2nd Floor
Bashir El Kassar Street,
Verdun Area, next to Arab Bank
P.O. Box 114/5055
Beirut, Lebanon,
Tel: +961-1-813301/3