



JOB DESCRIPTION

ACTION AGAINST HUNGER – USA

Human Resources Officer

Position:	Human Resources Officer
Reports to:	Director of People and Strategy
Location:	Action Against Hunger – USA, New York office
Last updated:	August 2020

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 7 countries: Ethiopia, Kenya, South Sudan, Somalia, Tanzania, Uganda, Haiti. Action Against Hunger-USA has over \$70 million in programs, and approximately 1,600 permanent staff based in New York City, Washington D.C, Nairobi, and country offices. Additional growth is anticipated.

I. Job Summary

The Human Resources Officer (HR Officer) advises on and implements policies related to the effective use of staff of Action Against Hunger-USA based in (or directly reporting to) the NY and Washington D.C. offices. The role of the HR Officer is to ensure that the organization employs the right balance of staff in terms of skills and experience, manages properly the HR processes and resources, follows the policies and procedures in place, and ensures training and development opportunities to enhance staff performance in order to achieve Action Against Hunger-USA's objectives.

Reporting to the Director of People and Strategy, s/he supports all processes and follow up of staff, providing comprehensive HR assistance to implement activities which will positively impact the retention and growth of Action Against Hunger-USA employees.

The HR Officer also provides support for the HR team based at the Regional Office in Kenya in case of emergencies or other field related activities (i.e. HR Workshop, training & development, HR project implementation, etc.).

The HR Officer:

- **Purpose:** Applies conceptual and practical knowledge in HR, supporting the development and execution of the department's strategic plans and actions.
- **Engagement:** Secures collaboration from colleagues and supervisors in the development of the employee value proposition strategy.
- **Delivery:** Provides HR services across a range of functions (e.g. recruitment, contracts, performance management, learning & development, etc.), working with a diverse workforce, analyzing trends, suggesting, and implementing effective solutions.

II. Essential Job Duties

- The HR Officer is involved in a range of activities covering areas such as: talent acquisition, conditions of employment, equality and diversity, negotiation with external work-related agencies, pay, onboarding, performance management and working practices.
- The HR Officer must have a clear understanding of Action Against Hunger -USA mission, vision, and objectives and should be able to suggest and implement policies and procedures which select, develop and retain the right staff to meet organizational goals. The HR Officer will deal with staff administration-centered activities linked with the department's strategic planning.
- The HR Officer responsibilities includes:
 - Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
 - Promoting equality and diversity as part of the culture of the organization;
 - Liaising with a range of people involved in policy areas such as the Action Against Hunger -USA risk management program;
 - Managing the talent acquisition process, which involves developing job descriptions and personnel specifications, suggesting recruitment sources, preparing job advertisements, posting and checking application forms, shortlisting, interviewing and selecting candidates;
 - Conducting reference checks;
 - Preparing and following-up on the onboarding program for each new employee;
 - Preparing contracts, salary updates and related documents;
 - Developing and implementing the performance management program;
 - Updating the staff handbook;
 - Providing information and guidance on Action Against Hunger-USA remuneration packages in support of the HR Generalist's role;
 - Providing accurate information for payroll and for the maintenance of employee records;
 - Consolidating data and preparing reports, providing real time information to support the day-to-day HR processes as well as the key performance indicators (KPI's) to the Senior Management Team (SMT) quarterly;
 - Developing HR planned strategies related to new projects, which consider immediate and long-term staff engagement and development;
 - Analyzing training needs in conjunction with departmental supervisors, liaising with the HR team based in Nairobi;
 - Planning, and sometimes delivering, training - including inductions for new staff;
 - Managing the internship programs at HQ level.

III. Supervisory Responsibility - None

IV. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

V. Working Conditions, Travel and Environment



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- The duties of the job require regular attendance at least 5 days/week. The HR Officer must be available to work outside normal office hours or on the weekends as required by contact with the Regional HR team.
- The HR Officer must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

VI. Gender Equality Commitments & Zero Tolerance to Abuse

- Foster an environment that reinforces values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
- Promote a safe, secure, and respectful environment for all stakeholders, particularly for children, beneficiaries, and members of staff.
- Help to prevent any type of abuse including workplace harassment and sexual abuse and exploitation.
- Respect beneficiaries' women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.
- Value and respect all cultures.

VII. Required Qualifications and Professional Experience

- Bachelor's degree in Human Resources, Learning & Development, International Studies or a related field. Related advanced degree preferred.
- At least seven years' experience in a similar HR role, preferably with an international NGO.
- Membership in a professional body related to HR is an added advantage.

VIII. Required Skills & Competencies

- Demonstrable experience and/or personal commitment to promoting gender equality within the humanitarian and/or development field.
- Ability to interact positively with Action Against Hunger team members including all professional qualifications, hierarchical levels, and locations.
- Demonstrable skills communicating in a diverse, multi-cultural environment.
- Impeccable integrity, whose personal and professional ethics are consistent with the Action Against Hunger -USA values.
- A proactive individual who fits within the culture of the organization while enhancing the value of the human resources function.
- Ability to work in a fast-paced environment being able to adapt to various situations prioritizing multiple work assignments simultaneously.
- Knowledge of MS Office Suite (high proficiency in Excel); comfortable working with computers with minimal IT support.
- Knowledge of Human Resources Integration System (HRIS) and Talent Acquisition platforms.
- Familiarity with the fundamentals of U.S. labor laws.
- Strong organizational skills and detail-oriented at the same time.
- Genuine interest in and commitment to the humanitarian principles of Action Against Hunger.
- Fluent written and spoken English. French or Spanish speaking preferred.
- Must be authorized to work in the US if not a US citizen.

All candidates should apply online at <https://careers.actionagainsthunger.org/> Action Against Hunger-USA provides all staff with an attractive salary & benefits package. We provide equal employment opportunities (EEO) to all employees &



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qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

New Hire's Name

Date