



**REGIONAL HUMAN RESOURCES AND ADMINISTRATION OFFICER  
MOZAMBIQUE**

**Position Title:** Regional Human-Resources and Administration Officer, Mozambique  
**Duration:** Permanent  
**Contracting Organisation:** Peace Parks Foundation

**Context**

Peace Parks Foundation (PPF) is a non-profit company established to develop Transfrontier Conservation Areas (TFCAs) in southern Africa. PPF targets conservation at scale in these TFCAs through conservation, community development and commercialization activities.

To ensure seamless coordination and support, PPF has decided to establish a regional support team in Mozambique comprising four members. Based in the Maputo Office, strategically located at the heart of the landscape, the team acts as a vital link between PPF Headquarters and the various programs on the ground. Their primary responsibility is to provide day-to-day support, guidance, and coordination, ensuring the smooth execution of projects throughout the region. Through the establishment of this team, PPF aims to strengthen its presence and enhance the impact of its conservation and community development efforts in the area.

A crucial position within this team is the Human Resources and Administration Officer (HRAO), covered by this job description.

**Job purpose**

The HRAO will perform a variety of Human Resources and Administration tasks in support of the Maputo Regional Office.

The HRAO will primarily report to the Senior Manager: People, Talent and Culture based at the Head Office in Cape Town, South Africa. The position will dually also report to the Senior Programme Manager based in Mozambique from a perspective of Mozambique service level co-ordination and reporting in respect of Mozambique operations and Maputo office management.

**Role Responsibilities:**

The HRAO will dually report to the Senior Programme Manager based in Mozambique and Senior Manager: People, Talent and Culture based at the Head Office in Cape Town, South Africa. He/she will undertake the following tasks:

HR	Administration
<ul style="list-style-type: none"><li>Responsible for ensuring efficient administrative recruitment and management of HR support functions for and of PPF employees based in Mozambique.</li><li>Provide HR administrative advice and support to Park senior and HR management in the functioning and effectiveness of Park HR function.</li><li>Assist in the preparation and implementation of performance evaluation processes.</li><li>Assist with PPF and partners recruitment.</li><li>Promote and deliver a positive employee experience inside PPF team and programs in Mozambique.</li><li>Provide counselling on policies and procedures.</li></ul>	<ul style="list-style-type: none"><li>Take responsibility for the process of approvals of all new (and renewal processes) PPF team members in Mozambique (govt approvals, union approvals, visa and work permit processes etc).</li><li>Take responsibility for ensuring an appropriate induction of new staff members.</li><li>Provide quarterly statistics of Conservation Area Park employment and training.</li><li>Ensure that the building of the PPF Office is well maintained and dignifying to the Organization.</li></ul>

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<ul style="list-style-type: none"> <li>• Interact with staff and management in order to respond to HR related enquiries or requests.</li> <li>• Able to handle sensitive information confidentially.</li> <li>• Ensure the implementation and Monitor Mozambique labour legislation and advise on the impact on PPF operations in Mozambique.</li> </ul>	
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#### Key Performance Areas:

<b>Strategic Impact</b>	
<b>Contribute to delivering a professional HR function in Mozambique.</b> <ul style="list-style-type: none"> <li>• Support the development of a vibrant PPF team in Mozambique.</li> <li>• Promote empathy and positive employee experience.</li> <li>• Make sure that the HR process and procedures developed are compliant with Mozambique laws.</li> <li>• Assist PPF supported program to reach autonomy and effectiveness with HR functions.</li> <li>• Development of a standard and park specific Human Resources management procedure for the park to provide park management on best practices (e.g. standardised procedure and documentation for disciplinary processes)</li> <li>• Quarterly meeting and Bi-annual visit and report to mentor and advise Park management on best HR management practices for each conservation area.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Operational and process effectiveness for PPF regional support team</b>	
<b>Provide an efficient and effective HR support service.</b> <ul style="list-style-type: none"> <li>• Maintain filing systems including both hard and digital copies of employees' records.</li> <li>• Update records of new staff</li> <li>• Assist PPF HO by providing relevant employee information (e.g. Annual leave, sick days, etc.)</li> <li>• Assist with start to end induction process ensuring all new Mozambique staff are inducted to both the organisation and park/project.</li> <li>• Prepare orientation for new employees by sharing onboarding packages and explaining company policies.</li> <li>• Be actively involved in the recruitment process by preparing job descriptions, advertising, screening, conducting preliminary interviews and coordinating with relevant managers in the final selection of candidates.</li> <li>• Draft employment contracts and paperwork for HR policies and procedures.</li> <li>• Identify needs; develop training and development programs; support the implementation and management of training and development programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with the installation of new team members in Mozambique (visa and work permit, accommodation)</li> </ul>

<ul style="list-style-type: none"> <li>• Support and advise management in disciplinary and grievance matters.</li> <li>• Manage the programs' monthly payroll and relevant tax/statutory submissions.</li> </ul>	
<b><u>Operational and process effectiveness of PPF supported programs</u></b>	
<b>Provide an efficient and effective HR support service.</b> <ul style="list-style-type: none"> <li>• Provide HR administrative advice and support to Park senior and HR management in the functioning and effectiveness of Park HR function.</li> <li>• Development of a standard and park specific Human Resources management procedure for the park to provide park management on best practices (e.g. standardised procedure and documentation for disciplinary processes)</li> <li>• Quarterly meeting and Bi-annual visit and report to mentor and advise Park management on best HR management practices for each conservation area.</li> <li>• Support the development of filing systems of employees' records.</li> <li>• Support the development of the induction process and package.</li> <li>• Assist with enhancing the performance management and incentive processes.</li> <li>• Support developing Code of Conduct and Field Guide Manual</li> <li>• Any other task that will contribute to better management of Humans Resources</li> </ul>	

**Requirements:**

- Qualification of at least a Bachelor's degree or equivalent in HR or related area.
- At least ten years of experience post qualification in HR.
- Spoken and Written proficiency in Portuguese and English.
- Good knowledge of Mozambican legislation in regard to labour
- Experience in working in a non-governmental environment.
- Good understanding of international procurement standards and experience with management of donor requirements.
- Excellent spreadsheet and administration skills.
- Accuracy and attention to detail.
- Good communicator and ability to build/work with a diverse multi-disciplinary team and, crucially, to always embrace and embody the culture and values of PPF.
- Mozambican nationality.
- Track record, ability, and willingness to live and work under pressure and in remote conditions.

**Remuneration:**

A competitive salary package will be negotiated, based on qualifications and experience.

Interested candidates should submit a cover letter detailing their interest in and suitability for the position, as well as Curriculum Vitae in English, with contact details of three references by **31 January 2024** to:

e-mail: [applications@peaceparks.org](mailto:applications@peaceparks.org)

Only SHORT-LISTED CANDIDATES will be contacted to attend an interview.