

Job Title: Human Resources Officer NOA (Sri Lankan Nationals Only)

Requisition ID 171003 - Posted - Fixed Term - Asia, Southern - Sri Lanka - Colombo - (English) - HUMAN RESOURCES

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

ABOUT WFP

The World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience.

In Sri Lanka, WFP works every day to help improve the nutrition status and food security amongst vulnerable communities, particularly women and children. We take pride in knowing that our day-to-day work makes a difference in the lives of the people we serve.

WFP is on the lookout for multifaceted individuals to join our dynamic team in pursuing our mission in changing lives and saving lives.

Applications are invited from Sri Lankan candidates to fill the following position.

STANDARD MINIMUM QUALIFICATIONS

Education: Master's degree in Human Resource Management, Public or Business Administration or any other relevant field, or Bachelor's degree with additional years of related work experience or trainings/courses

Experience: Minimum of 5 years of relevant professional experience at a national or an international organizational in Human Resources with an interest in international humanitarian development.

Knowledge & Skills:

- Knowledge of HR best practices, techniques and processes with understanding of the basic theoretical background
- Ability to support more junior and/or less experienced members of the team
- Basic analytical ability to compile, maintain and analyze data, prepare reports and draw initial conclusions in support of work carried out by another officer
- Good communication skills required to give and receive information and work with a variety of individuals

JOB PURPOSE

The National HR Officer will lead the HR operation for the WFP Sri Lanka by supporting the delivery of a professional, client-focused HR services and partnering with managers to implement HR solutions in line with WFP corporate priorities.

The HR Officer will be working independently under the supervision of the Country Director & assisted by the Regional HR Officer receiving guidance and regular feedback on work performed. He/she will support the collation, maintenance, analysis and reporting of information to maximise the effectiveness of HR services.

KEY ACCOUNTABILITIES (not all-inclusive)

Working under the direct supervision of the Country Director, the Human Resources Officer will be responsible for following duties (but not limited to):

1. Deliver HR operational activities by following standard processes and ensuring alignment with wider WFP policies and guidelines in terms of recruitment, retention, onboarding, contracts, entitlements, and benefits
2. Support and deliver onboarding activities to ensure new employees have a positive experience of WFP and are successfully integrated into their new role and the organization
3. Advise senior management on broader staffing issues and assist supervisors in managing the performance and statistics/reports of CO staff as and when necessary
4. Manage the Performance evaluations process of staff, Support staff capability building, working with managers to understand individual skills and business requirements, and organizing development solutions which equip people with the skills and knowledge required to meet current and future challenges.

5. Administer HR and Payroll systems and perform related actions as and when necessary
6. -Support for organizational design activities that enable senior management to define and organize structures and jobs, and allocate people to the right places to improve efficiency
7. Collate data and contribute to the preparation of accurate and timely reporting, supporting a WFP wide view of HR activities that enables informed decision-making and consistent information for stakeholders
8. Support the Regional Bureau and the WFP HQ in HR related initiatives and ongoing projects
9. Other as required

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Understands WFP's Strategic Objectives and the link to own work objectives.
- Be a force for positive change: Flexibly adapts individual contributions to accommodate changes in direction from supervisors and internal/external changes (such as evolving needs of beneficiaries, new requirements of partners).
- Make the mission inspiring to our team: Recognizes and shares with team members the ways in which individual contributions relate to WFP's mission.
- Make our mission visible in everyday actions: Sets own goals in alignment with WFP's overall operations, and is able to communicate this link to others.

People

- Look for ways to strengthen people's skills: Assesses own strengths and weaknesses to increase self-awareness, and includes these in conversations on own developmental needs.
- Create an inclusive culture: Participates in open dialogue, and values the diverse opinion of others, regardless of background, culture, experience, or country assignment.
- Be a coach & provide constructive feedback: Proactively seeks feedback and coaching to build confidence, and develop and improve individual skills.
- Create an "I will"/"We will" spirit: Participates in accomplishing team activities and goals in the face of challenging circumstances.

Performance

- Encourage innovation & creative solutions: Shows willingness to explore and experiment with new ideas and approaches in own work.
- Focus on getting results: Consistently delivers results within individual scope of work on time, on budget and without errors.
- Make commitments and make good on commitments: Commits to upholding individual accountabilities and responsibilities in the face of ever-changing country or functional priorities.
- Be Decisive: Makes rational decisions about individual activities when faced with uncertain circumstances, including in times of ambiguity regarding information or manager direction.

Partnership

- Connect and share across WFP units: Seeks to understand and adapt to internal or cross-unit teams' priorities and preferred working styles.
- Build strong external partnerships: Demonstrates ability to understand and appropriately respond to and/or escalate needs of external partners.
- Be politically agile & adaptable: Portrays an informed and professional demeanor toward internal and external partners and stakeholders.
- Be clear about the value WFP brings to partnerships: Provides operational support on analyses and assessments that quantifies and demonstrates WFP's unique value as a partner.

COMPETENCIES

- Understands, supports and promotes the organisation's vision, mission, and business objectives
- Ability to develop and maintain effective work relationships with other agencies/organizations, donors, government counterparts and other NGOs/ INGOs
- Ability to conceptualize, develop, plan and manage programmes
- Good analytical, negotiation, communication and advocacy skills
- Thinks strategically and responds positively to change
- Establishes clear plans and timeframes for project implementation
- Leadership and teamworking

TERMS AND CONDITIONS

* Initial contract will be for a period of one year which is renewable, depending on the performance of the post incumbent, financial feasibility and the organizational requirements.

DEADLINE FOR APPLICATIONS

11.59 PM Thursday, 11 August

WFP encourages female candidates and people with disabilities to apply.

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis. We are committed to promoting diversity and the principle of equal employment opportunity for all our employees and encourages qualified candidates to apply irrespective of religion or belief, ethnic or social background, gender, gender identity and disability.

WFP is committed to diversity and inclusion within its workforce. WFP has zero tolerance for sexual exploitation and abuse, any kind of harassment, including sexual harassment, abuse of authority or discrimination. All selected candidates will, undergo rigorous reference and background checks. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.