



Rapid Response Role Profile

Job Title	Human Resources Officer
Classification Level	
Immediate Supervisor's Title	Human Resources Coordinator/Operations Manager
Number of Direct Reports (if applicable)	N/A
Number of Indirect Reports (if applicable)	N/A

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Human Resources Coordinator, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference. The incumbent may deploy in person to the Emergency Response Operation location, or they may provide remote support.

Job purpose

- The Human Resources Officer will either provide support to the end-to-end employee life cycle or they may be required to provide support on specific functions including Workforce planning and recruitment, Contract Management and HR Administration, Staff Onboarding, Performance Management, Staff Offboarding.
- Where relevant the post-holder will be expected to mentor and/or build the capacity of in-country HR staff.
- The Human Resources Officer reporting lines will be determined by the Emergency Operation level. This position may report directly to the Head of Emergency Operations, or to the Human Resources Coordinator or to Regional Human Resources Manager.

Role (Job Requirements)

Job duties and responsibilities

a. Work force planning and Recruitment:

- In collaboration with the National Society, implement national staff recruitment in compliance with national labour law and regulations for national staff.
- Undertake the end-to-end recruitment processes for Operation vacancies: update job descriptions and person specifications, prepare and post job adverts, participate in longlisting, written test, interviewing and selection processes.
- Coordinate job offers, reference checks, security checks for selected candidates.
- Prepare and update the databases used in the process such as recruitment tracker and vacancies databases.
- Archive the process files as required.

b. Induction and onboarding:

- Organize, in collaboration with other departments, the induction and on-boarding of incoming staff.
- Prepare the briefing schedule and ensure that all new staff are onboarded.

c. Staff Wellbeing

- Engage relevant collaborators (staff health, security, and psychosocial support colleagues) to provide support to Rapid Response Team
- Inform Regional HR Manager on all case management files.

d. HR Administration – National Staff

- Streamline HR administration for Operation National Staff as required: undertake benchmarking review on compensation and benefits to determine appropriate salary scales, establish payroll procedures, draft and implement employee handbook.
- Administrate the social security, pension, and medical insurance schemes, if and as applicable.
- Ensure accurate filing and data entry into relevant HR system.

e. Staff Offboarding

- Implement exit formalities in collaboration with all relevant parties including conducting exit interviews.
- Collate relevant exit interview data and share analysis with relevant parties.

f. Internal and External Relations

- Under supervision of technical supervisor, actively engage the host National Society in the elaboration and implementation of an HR-oriented knowledge-sharing agenda.

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
Qualification in Human Resource management or equivalent knowledge gained through relevant experience	⊙	
Experience	Required	Preferred
Experience of providing HR service to managers or relevant stakeholders	⊙	
Experience working internationally and/or in resource poor environments	⊙	
Experience in the HR specific function areas under their responsibility	⊙	
Experience in capacity building with partners, staff and/or volunteers		⊙
Experience working in an emergency response operation		⊙
Experience working within a volunteer-based organisation		⊙
Knowledge & Skills	Required	Preferred
Understanding of key policies and practices relevant to an emergency setting, such as rest & recuperation, security procedures, psychological resilience, protection from sexual abuse, child protection, whistleblowing etc.	⊙	
Knowledge of IFRC HR systems and procedures	⊙	
Excellent skills in advising on complex staffing issues		⊙

Core Competencies	Tier 1	Tier 2	Tier 3
Movement Context, Principles and Values		⊙	
National Society Capacity Strengthening			⊙
Coordination		⊙	
Assessment		⊙	
Direction Setting and Quality Programme Management		⊙	
Information Management		⊙	
Resource Management		⊙	
Safety and Security		⊙	
Transition and Recovery	⊙		
Community Engagement and Accountability		⊙	
Protection, Gender and Inclusion	⊙		
Environmental Sustainability	⊙		
Collaboration and Teamwork		⊙	
Conflict Management			⊙

Interpersonal Communication		⊙	
Cultural Awareness		⊙	
Judgement and Decision Making		⊙	
Motivating Others		⊙	
Personal Resilience			⊙
Integrity			⊙

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		