

## SCOPE OF WORK

<b>POSITION TITLE:</b>	<b>Human Resources Specialist</b>
<b>POSITION LEVEL:</b>	<b>Mid-level</b>
<b>DURATION OF CONTRACT:</b>	<b>Long-Term</b>
<b>POSITION LOCATION:</b>	<b>Mogadishu, Somalia</b>
<b>SUPERVISOR:</b>	<b>Human Resources and Administration Manager</b>

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### **Project Background:**

The USAID/Somalia Inclusive Resilience in Somalia (IRiS) Program works with the Somali government and people to ensure drought resistant agriculture and livelihood diversification for rural and urban households, as well as robust private sector engagement for inclusive economic opportunities for marginalized groups. More specifically, IRiS will provide targeted technical support and capacity building to strengthen resilience to climatic shocks for agriculture systems, increase the capacity of the private sector to integrate displaced persons better into the economy, and increase the access of marginalized households/businesses to finance and domestic remittances.

### **Position Summary:**

The HR Specialist will assist the Human Resources Manager in ensuring efficient and compliant management of human resources (HR) operations, policies, and documentation for the program. This includes providing support in HR-related services for Somalia-based staff, advising senior management, adhering to internal policies, donor regulations, and local legal requirements. The HRS will report to the Human Resources and Administration Manager / Operations and Compliance Manager.

### **Primary Duties and Responsibilities:**

Responsible for maintaining, managing, and improving the HR systems, policies, culture and reviewing of HR documentation, according to USAID and company policies and procedures, as well as Somali laws, including but not limited to:

### **Recruitment Support:**

- Support the recruitment process, including finalization of Scopes of Work, advertising, candidate screening, interview coordination, testing material distribution line manager selection process, written and oral testing, final selection, and reference checks.
- Verification of all hiring documentation.
- Manage hiring negotiations, vetting, and filing on behalf of company including selection memos, salary, offer letters, and contracts.
- Organize onboarding, orientation, and distribution of project assets to new employees.

### **Employee End-of-Employment Process Assistance:**

- Help HR Manager with end-of-contract processes, including resignations received, termination letters, final payments, return of project assets, and Exit Checklists.

### **Benefits & Financial Assistance:**

- Verify tax status and required withholdings for all employees and ensure that all staff are registered with the appropriate local tax and social benefits authorities.
- Coordinate with Finance Department to ensure timely monthly payment of taxes and required social contributions.
- Ensure that staff are knowledgeable about leave processes and oversee and manage leave management.
- Manage staff health insurance benefits for local staff.
- Manage requests and approvals for all other employee benefits offered per employee contracts and the Employee Handbook.
- Oversee process for assessing employee performance and attributing merit increases in line with company and USAID policies and procedures.

### **Policies, Staff Care, and Discipline Support:**

- Suggest updates for the Field Recruiting and HR Manual and the program Field Employee Handbook, especially when government legislation, policies, or DT Global policies change. Ensure all HR manuals and policies are up-to date and available to all staff. Develop and maintain employees' code of conduct policies.
- Manage and advise all local human resource issues.
- Act as mediator for inter-staff conflict and main point of contact for staff complaints and disagreements,
- Strive to maintain confidentiality with regards to staff complaints to ensure the project is a safe workplace free from retaliation.



- Ensure that all disciplinary measures follow procedures provided in the approved manuals.
- Ensure that all termination cases are approved by the relevant authorities.
- Lead investigations of suspected staff misconduct when necessary.

**Administration support:**

- Assist with program travel, organization of team events, and other administrative tasks.
- Review employee files to ensure all hard copies are filed and scanned copies are properly filed, including uploading to online systems, according to company procedures.
- Perform spot checks on hard and soft employee file storage.

**Other Tasks:**

- Undertake additional tasks as assigned by the HR Manager or program leadership.

**Education, minimum qualifications, and certifications:**

- 3+ years of human resources (HR) in international development projects, preferably with USAID-funded activities.
- Knowledge of Somali government / labor policies.
- Experience in the usage of computers and office software packages (MS packages - SharePoint, Word, Excel)
- Experience in developing HR management tools and designing HR systems at an organizational level.
- Experience training and mentoring staff.
- Effective written and oral communication interpersonal and conflict management skills.
- Demonstrate problem solving, analytical skills, and good judgement.
- Be proactive, have strong prioritization skills, and ability to work cross-culturally.
- Possess leadership skills, humility, and self-awareness.
- Fluency in English and Somali language is required.
- Position open to Somali nationals only.

**CORE COMPETENCIES:**

**TEAMWORK:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust and commitment.

**COMMUNICATION:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**ADAPTABILITY:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

**CUSTOMER/CLIENT FOCUSED:** Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.

**DIVERSITY AND INCLUSION:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.

**PROFESSIONALISM:** Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

**We thank all applicants for their interest. Only short-listed candidates will be contacted.**

DT Global, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global, LLC prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Interested and qualified applicants should send their CV and cover letter by e-mail to: [iris.recruitment@dt-global.com](mailto:iris.recruitment@dt-global.com).  
Closing date: February 21, 2024