

Institution	Rwanda Green Fund (FONERWA)
Job Title:	Human Resource Management Specialist
Administrative Unit:	Office of the Chief Executive Officer
Job Level and Grade:	3.III
IV:	500
Index:	1369
Report to:	Chief Executive Officer
Responsible for:	N/A
Functions	Tasks
Strategic Human Resource Management	<ul style="list-style-type: none"> ▪ Prepare and implement the annual Human Resource Plan to support the overall strategic aims and objectives of the Fund. ▪ Identify, design and implement strategic Human Resource projects, as and when required. ▪ Support in the development or review of applicable people policies and proactively roll out its applicability within the Fund. ▪ Support line managers in drafting applicable tools relevant for people management such as templates, JDs etc. for professional accuracy ▪ Prepares necessary reports i.e. payroll, attendance, monthly reports etc. to inform management on people related decisions.
Resourcing, Recruitment and Selection as well as Talent Management	<ul style="list-style-type: none"> ▪ Talent Acquisition: Support line managers in identifying human resource needs, Job advert development and in scheduling, conducting selection interviews and assessments of candidates and ultimately reporting on successful candidates. ▪ Advice on recruitment process and ensure candidates fit the job requirements. ▪ Advice on the process of advertisement of vacancies and assess applications and interview of applicants. ▪ On boarding and Induction: manage the on boarding process to ensure all new hires receive the needed information and resources to settle in effectively into their new roles including but not limited to JD issuance, policy and handbook induction, applicable organizational and role based processes etc. Advice on the management and orientation of new employees (induction phase), process probationary reviews, new employee evaluations and terminations. ▪ Analyze the skills and qualities required for each particular job and provide guidelines for developing job descriptions and specifications.
Staff skills and capabilities development	<ul style="list-style-type: none"> ▪ Coordinate staff and organization capacity needs assessment process. ▪ Identify training/skills/competency needs within the Institution. ▪ Coordinate career development, succession planning and talent management needs in partnership with line head of departments and unit managers. ▪ Submit the skills development plan within the prescribed timeframe. ▪ Identify skills shortages and where there is need to improve and inform management. ▪ Monitor training costs against budget. ▪ Administer the evaluation of all learning and development activities.
Employee Engagement and Well being	<ul style="list-style-type: none"> ▪ Work closely with senior and line managers, providing them with expert guidance, coaching and support on the full range of HR activities (including policies and procedures, terms and conditions of employment, human resource and career development, performance management,

	<p>human resource planning, etc.), in order to ensure a consistent and fair approach to human resource management throughout the Fund.</p> <ul style="list-style-type: none"> ▪ Keep up to date with HR legal developments and advise management on compliance and risk factors. ▪ Manage investigations, disciplinary and grievance matters in conjunction with the Chief Finance Officer and the Chief Executive Officer. ▪ Provide advice and guidance on individual employee relations cases, ensuring that these are well managed and meet the requirements of related policies and employment legislation. ▪ Ensure that managers and staff are aware of the human resource management policies and procedures and are able to apply them effectively. ▪ Provide support to staff on HR issues, as and when required. ▪ Ensure that staff are informed and updated on key business and issues regarding strategic HR management. ▪ Provide advice and assistance to staff and management on pay and benefits systems.
Results Based Performance Management Systems and Procedures	<ul style="list-style-type: none"> ▪ Provide advice on performance management process. Promote effective performance management practices. ▪ Ensure that performance management is standardized and that all employees are informed of and trained in the application of the performance management model and system. ▪ Monitor the implementation of the performance appraisal and ensuring that mid- term and annual appraisals are carried out in a timely manner and followed up. ▪ Consolidating Reports on the results of performance appraisal.
Change Management.	<ul style="list-style-type: none"> ▪ Lead programs that are aimed at improving employee morale and motivation. ▪ Identify and analyze current Fund effectiveness and propose solutions to address the gaps.
Job Specifications/Profile	
Relevant Qualifications	
A Bachelor’s degree in Human Resources Management, Organizational Development and Business Administration	
Required Experience	
At least 3 years relevant working experience in human resource management functions in public or private institutions comparable to the Fund. Consideration may be made for proven exceptional performance even with less experience.	
Required Competencies	

- Comprehensive knowledge of the Rwandan Public and Private Sectors human resource policies, regulations and procedures.
- Extensive and progressive experience in Human Resource Management
- Strong generalist HR experience, in. (i) employee relations, well-being and work life balance, (ii) recruitment, selection and retention as well as talent management, (iii) remuneration and conditions of employment, (iv) equal opportunities and employment policies, (v) HR information and performance management and (vi) payroll.
- Demonstrable experience executing organizational transformational change and process improvement.
- Proven experience in implementing HR Management theories and principles, policy and strategy development, employee relations, personnel administration and other different functional areas of Human resources.
- Must have good problem-solving skills, be well organized, and have advanced ability to plan, prioritize and deliver in a pressured work environment.
- The position requires strong oral and written communication skills and the ability to deal effectively and diplomatically with all levels of the organization.
- Proven interpersonal skills demonstrated by the ability to work in a multi-cultural environment with sensitivity and respect for diversity and the ability to build trust and provide consultancy to different stakeholders.