

**POSITION TITLE:**

Head of Human Resources

**CLIENT:**

World Agroforestry Centre ([www.worldagroforestrycentre.org](http://www.worldagroforestrycentre.org))

**POSITION LOCATION:**

Nairobi, Kenya

The World Agroforestry Centre (ICRAF) is an autonomous, non-profit research organization whose vision is a rural transformation in the developing world resulting in a massive increase in the use of trees in agricultural landscapes by smallholder households for improved food security, nutrition, income, health, shelter, energy and environmental sustainability. ICRAF is one of the 15 centres supported by the Consultative Group on International Agricultural Research (CGIAR).

Headquartered in Nairobi, Kenya, ICRAF conducts research in 23 countries in Africa, Southeast Asia, South Asia and Latin America.

**THE POSITION:**

The World Agroforestry Centre (ICRAF) seeks to recruit a Head of Human Resources. The position will be based at the Centre's headquarters in Nairobi and will be responsible for strategies formulation; policies design, systems and practices governing Human Resources including the introduction of best practices management methods and tools, and play a lead role in helping the Centre manage change. The incumbent will be reporting to the Deputy Director General. The appointment would initially be for three years subject to a nine month probation period. Reappointment would be possible provided high performance and securing of new funds were achieved.

**RESPONSIBILITIES****1. HR Strategy**

Responsible for the development and update of a HR Strategy that fully supports the implementation of the overall ICRAF strategy, promotes the ICRAF core values and is fully informed by external trends and developments.

**2. HR Policy Development**

Shapes the development and review of HR Management policies and practices throughout the Centre so that ICRAF may attract, retain and develop staff to respond to ICRAF's current and future HR needs. Those policies and practices should reflect state-of-the-art HRM practice and naturally be in line with all legal, donor and CGIAR requirements.

**3. HR Information Management**

Lead and Monitor the implementation of the HR database, access for all regions, establish links between software for automation of the Centre's activities, to design necessary queries and reports, to connect to payroll

Establish and maintain good communications channels for the Centre plus the regional offices.

Design and provide guidance on smooth running of staff matters at the Centre.

**4. Rewards Management**

Take the lead in the development of a compensation and benefits plan for the Centre in line with the Centre's compensation and benefit strategies

#### 5. Institutional Motivation

Ensures that the motivation level of staff is optimal and that employees work in an environment conducive to their professional satisfaction and development.

Works closely with the ICRAF Staff Association to ensure all institutional HR issues are brought to Management's attention and are addressed

#### 6. HR Operations

Oversees and supervises the effective operations of the Human Resources Unit (HRU)

Develop and implement HR work plans

Supervise the staff in the HRU

Maintain a highly productive and motivated HR team

#### 7. Support to Management

Participates in the overall management of the Centre by being a member of the senior management team and especially advises on change management issues.

Works closely with the HR unit of ILRI, a sister organization, also headquartered in Nairobi as well as with other CG centers, especially those hosted by ICRAF.

### **QUALIFICATIONS AND REQUIREMENTS**

The preferred candidate will have a post-graduate degree, preferably in human resources management, industrial relations or related studies. Additional position requirements require the candidate to have:

- § At least 15 years experience in broad HR service culminating in a leadership position.
- § Must have international experience preferably in a developing country, and/or experience with a multi-cultural organization. Experience working in Africa and/or international development will be an added advantage
- § Strategic skills
- § Excellent project management skills
- § Excellent change management skills
- § Excellent written and verbal communication skills in English
- § Strong interpersonal skills, including the ability to interact effectively with individuals from many cultures and backgrounds in various forums
- § Excellent organization and problem-solving skills

§ Ability to be creative and innovative, particularly in developing policies and solving problems

§ Strong relationship-building and work-management skills

§ Leadership skills, managerial skills, conceptual skills, planning skills, decision-making skills, team-building skills, networking skills, capacity building, and excellent relationship management skills

§ Proficiency in ICT

§ Demonstrable oral and written communication skills

ICRAF offers a competitive salary and benefits package and a collegial and gender-sensitive working environment.

World Agroforestry Centre is an equal opportunity employer, and encourages applications from qualified women and developing country nationals.

**To APPLY:**

Email a cover letter and resume/CV to the below. Put in subject line: "WAC-Head of Human Resources"

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