

Position Vacancy

Human Resource Assistant

Location: Antananarivo, Madagascar

Closing date for applications: 21st December 2019

Start date: As soon as possible

Contract duration: Permanent

Remuneration: Competitive salary depending on experience

Contract status: Eligible to Madagascar nationals

We rebuild tropical fisheries with coastal communities

Blue Ventures develops locally led approaches to marine management that benefit people and nature alike. By listening and responding to basic needs, we design our models to catalyse and sustain marine conservation, unlocking the potential of coastal communities to manage their resources. We work in places where the ocean is vital to local cultures and economies, and are committed to advancing the rights of small-scale fishers throughout the coastal tropics.

Summary job description

To fulfil its mission, Blue Ventures is looking for an enthusiastic person and experienced Human Resources Assistant to be part of the HR team. Reporting to the HR Manager, this is a full time role based in Blue Ventures' Madagascar headquarters, in Antananarivo.

The successful candidate will provide administrative support for the HR department, assist with day to day operations of the HR functions and duties, and will assist the HR Manager with staff management, payroll processing, recruitment, record maintenance, and provide clerical support.

The successful candidate will be a motivated, proactive and highly organised individual, with an excellent knowledge of the employee relationships, visa process, staffing management, and payroll and benefits administration.

We are looking for an individual who is open to new ideas and embraces innovation, who can demonstrate experience of building effective working partnerships for conservation and/or

development. Assessment of applications will include candidates' alignment with BV's core values and mission to support human rights-based approaches to marine conservation and fisheries management.

You will thrive in environments that are dynamic, fast-paced, collegiate and ambitious, and be able to demonstrate experience of working independently and solving complex problems in challenging situations.

Blue Ventures is a fast growing and mission-driven social enterprise, offering excellent opportunities for further professional development.

Responsibilities

Payroll and Benefits Administration

- Processing payroll
- Payroll administration for existing and prospective staff, ensuring consistency of approved budgets as well as administration of benefits and other compensation packages.
- Answer employee payroll questions and facilitate resolution of paycheck errors

Record Maintenance

- Maintain organized and up-to-date HR files. Ensure that all required employee documentation is collected and maintained.
- HR Filing : compile, maintain and update HR files and databases (hard copy and soft copy)
- Ensure proper archiving of recruitment files
- Maintain records related to employment status, employee benefits, sick time, performance reviews, grievances, and disciplinary actions

HR Administration and Staff management support

- Ensure updated job descriptions are present for each employee and that each employee has read and signed their job profile
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts, scheduling new employee orientations
- Enter employment data into computer database
- Ensure employee registration for Social Security
- With the HR Manager, verify that supervisors/line managers set objectives, conduct staff assessments, and produce an evaluation report
- Support the practical organization of training
- Manage personnel file, employment contract, leave tracking
- VISA process
- Administrative tasks : preparation of HR documents and files, letters
- Schedule meetings, interviews, HR events, and maintain calendars of HR Management team
- Provide clerical support duties for the HR Manager : departmental filing, travel arrangements and other miscellaneous duties.
- Produce and submit reports on general HR activity
- Keep up-to-date with the latest HR trends and best practice

Perform other relevant duties as assigned.

Skills and experience

Required

- Relevant degree and/or experience, Experience in HR and payroll administration within a busy and fast paced environment
- Organised, accurate, and able to monitor work for quality
- Excellent skills in communication of complex information to a diverse range of stakeholders

- Some knowledge of Labor Law and employment equity regulations
- Exposure to payroll practices
- Full understanding of HR functions and best practices
- Meticulous attention to detail
- Fluency in written and spoken Malagasy and French, good level in English
- Confident, strong interpersonal skills and ability to relate to and work effectively with individuals from a wide range of backgrounds and cultures, at all levels
- Trustworthy, honest and with high respect of confidentiality
- Capacity to undertake research and development work independently as well as part of a team
- Excellent knowledge of MS Office, Google Apps, and social media tools (Facebook, Twitter, Instagram and Google plus)
- Excellent interpersonal and motivational skills.

Desired

- Degree in Human Resources (BAC+3)
- Previous human resources, and administrative support experience within an international organisation/ NGO; Previous process improvement experience
- Experience of working and communicating with remote teams

Blue Ventures is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all members of staff to share this commitment.

Application process

Applicants should apply online via Blue Ventures website <https://blueventures.org/about/careers/> by 21st December 2019

Please note that applications will be reviewed on a rolling basis and first-round interviews may be conducted with short-listed candidates before the application deadline.

All shortlisted candidates will be contacted within two weeks of the closing date.

Why work with us:

Mission: We operate at the frontline of some of the world's most pressing environmental and social problems, innovating effective and scalable responses with tropical coastal communities. We are recognised as a transformative force in our sector.

Working style: We're a fast-moving social enterprise, quick to embrace and implement promising ideas without bureaucracy.

Autonomy: We expect and support our staff to take a lead in their own work, offering scope for creativity and strategic input.

Professional development: We challenge and support our staff to grow their skills, providing considerable exposure to different work experiences and training opportunities.

Adventure: We offer extensive opportunities for travel, working in diverse environmental and cultural contexts.

Family: We look out for one another as we work closely together in challenging situations, celebrating successes and spurring each other on when the going gets tough.

Values: Our organisational values are central to everything we do:



Communities first

Above all, we listen to community needs, responding in a sensitive and pragmatic way for long lasting benefits.



Passion & belief

Our mission is urgent and critical, we believe that our models work, and we are determined to get the job done.



Valued people & effective teams

We work in diverse and inclusive teams where all members have a voice and influence. We are effective because our work is integrated across teams and projects.



Innovation & courage

We are resourceful and creative. We are prepared to take risks and challenge broken paradigms.



Openness & humility

We are an open source social enterprise. We work in a transparent and collaborative way to pass on what we learn to others who share our vision and passion.



Grounded in evidence

We have high standards and are not afraid to be self critical. If we see something that doesn't work, we change tack until we're on the right course.

