

## JOB PROFILE

How to Apply for this Job

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Tom Price/Tearfund

### Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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### Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Compliance & HR Officer
<b>Group</b>	International Group
<b>Team</b>	Rwanda
<b>Location</b>	Kigali
<b>Responsible to</b>	Finance Manager

### Part 1 – Job description

#### 1. Main purpose of the job

The Compliance and Human Resources Officer provides the programme leadership, field management and headquarters top compliance, administration and human resource coordination and support. The post holder will be responsible for assisting the Country Director and Finance Manager to oversee country programme compliance with Corporate policies, procedures and processes, including and not limited to staff, partner and tearfund representative.

It is also essential that the Compliance and Human Resources Officer spends 20-30% of their working time travelling to be alongside our partner organisations to capacity build their skills in financial compliance, administration and Human resources management.

#### 2. Position in organisation

- Grade 4
- Reports to the Finance and Administration manager
- Collaborative work with Programmes Manager on Programme Compliance
- Liaises closely with the HQ Assurance Team, relevant ECA Cluster staff, and regional HR within the limitations and prescriptions of the DMA Framework.
- Liaises closely with relevant partner staff and tearfund colleagues where appropriate in execution of duties and building good working relationships

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### 4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally

- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

## **5. Duties & Key Responsibilities**

### **Corporate Policy and Compliance**

- Prepare and provide periodic compliance reports to the country director and to programme management team, including office compliance, partner compliance, suppliers and professionals on retainer
- Develops a compliance monitoring system and plan to ensure compliance data including safeguarding and security reports, incidents and near misses are analysed and reported on
- Assist and support programme team in the management and implementation of partner projects, ensuring compliance with HR, logistics and financial systems and procedures, including providing training for Tearfund or partner staff as required.
- Ensure all work is undertaken in accordance with Tearfund's internal management systems and procedures.
- Ensure all work is undertaken in compliance with Rwandan Government legal, contractual and statutory requirements.
- Monitor procedures to prevent / mitigate against fraud as per the Fraud Prevention and Response Plan.
- Coordinate Statutory reporting to regulatory authorities including RGB, MINALOC as well as any other government institution as required
- Oversee Beneficiary accountability and with the help of Logs assistant maintain an up to date beneficiary accountability log, with regular monitoring follow up and assessment of compliance with standards
- Ensure all internal reports contain evidence based beneficiary accountability information and where necessary specific accountability failure reports are prepared and submitted with factual information and evidence
- Responsible for carrying out the role in line with Tearfund's Safeguarding Policy and Procedures

### **Human Resources**

- Review staff contract to ensure they comply with the Rwandan law and complement the staff Handbook
- Oversee, staff recruitment, selection and appointment processes in line with Tearfund procedures and in liaison with the HR Business Partner
- Coordinate optimal Human resource planning, development and management within the Rwanda programme
- Ensure Tearfund's performance management system is effectively implemented across the programme, with objective setting, probationary reviews, regular catch-ups, 6-monthly performance appraisals and exit interviews, carried out for staff.
- Manage staff benefits and other statutory policies, procedures and processes and ensure the country office is compliant with the same
- Develop and implement HR policies for national and international staff that are compliant to the local legal context and Tearfund's Global HR policies and best practises
- Ensure that legal context, local practice and Tearfund policy are considered on matters of employment practice (including salaries) for national staff.
- Ensure Tearfund's staff development policy, including personal development planning, is implemented across the programme in a way that is consistent and transparent.

## Partners Assessment and Capacity Building

- In collaboration with the Finance Manager build capacity of partners in financial compliance, administration and human resources management through advice, coaching and training.
- Induct and regularly advise project and partner staff on Compliance systems and controls and how to effectively supervise the Compliance function in their locations.
- Responsible for training partners on Tearfund- & Donor compliance requirements
- In collaboration with the Finance Manager, represent Tearfund's corporate procedures and compliance requirements with partner staff.

## Administration

- Establish and maintain an effective administrative support function, in accordance with Tearfund's standard operating procedures.
- Select, lease and manage appropriate office buildings when and as required and ensure premises are managed in accordance with Tearfund HSSE standards
- Oversee and Manage all assets, in accordance with Tearfund policies and procedures in Liaison with the Logs assistant.
- Ensure that public liability insurance is in place and that appropriate vehicle, staff, buildings and contents insurance is obtained locally where UK cover is not arranged

## Team Management

- Contribute to country team-building efforts; building constructive internal relationships; help team members identify problem solving options and ensure integration of all team members into relevant decision-making process
- Contribute to developing and modeling a team culture characterised by a shared vision, commitment and mutual accountability that reflects Tearfund's desired corporate culture being servant-hearted, Christ-like, agile, effective, and courageous.
- Promote opportunities to encourage an openness to learning from all staff and assist in the identification of issues / themes from project experience for analysis, dialogue and formulation into emerging best practice and policy, for dissemination in country and to other stakeholders.
- To take responsibility for a designated area of the team's overall task or specific projects
- To take responsibility for reviewing own personal development and overall team tasks

## External Representation

- Assist the Country Director with representation to relevant government departments and as required by helping to ensure constructive working relationships are maintained.
- In conjunction with the Country Director and other staff, represent Tearfund to other NGOs, UN agencies and security coordination networks as necessary.
- Communicate with Tearfund partners in Rwanda to verify their systems and that they understand and follow all appropriate procedures, safeguarding issues and archiving.

## Part 2 – Person specification

### Job title: Compliance & Human Resource Officer

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"><li>● A university Degree in Human Resources, Finance, Administration or similar domain</li></ul>	<ul style="list-style-type: none"><li>● Qualifications In Compliance and process audit</li></ul>
Experience	<ul style="list-style-type: none"><li>● Proven experience in Human resources middle management function</li><li>● Proven experience in managing offices and coordinating office administrations</li></ul>	<ul style="list-style-type: none"><li>● Proven experience of developing and/or implementing HR policies</li></ul>

	<ul style="list-style-type: none"> <li>• Proven understanding and/or experience in partner compliance including and limited to assessments and compliance audits</li> </ul>	
<b>Skills/Abiles</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and administrative skills</li> <li>• People Management skills</li> <li>• Training, mentoring skills and Facilitation Skills</li> <li>• Strong analytical and problem solving skills</li> <li>• Excellent written and verbal communication skills in English &amp; Kinyarwanda</li> <li>• Negotiation and representation</li> <li>• Able to work in fast moving environment and comfortable with constant change</li> <li>• Proven computer literacy, including good knowledge of MS Office</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated ability and understanding of Financial reports, processes and compliance</li> <li>• compliance and intermediate understanding of financial reporting standards</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed Christian with a personal relationship with God</li> <li>• Committed to Tearfund's Mission, Values and Beliefs</li> <li>• Emotionally &amp; spiritually mature</li> <li>• Team player</li> <li>• Respects confidentiality in the HR context</li> <li>• Understanding and sensitivity to cross-cultural issues</li> <li>• Team player</li> <li>• Commitment to accountability to beneficiaries and transparency and demonstrating listening and understanding</li> <li>• Flexibility, ability to remain calm under pressure</li> <li>• Self-awareness of own strengths and areas for development</li> </ul>	<ul style="list-style-type: none"> <li>• People developer and motivator</li> <li>• Ability and commitment to apply biblical principles prayerfully within all aspects of the role.</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>• Regular travel across cluster countries is a requirement</li> <li>• All roles require a DBS/Police check</li> <li>• Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		