CALL FOR APPLICATIONS

Job title: Human Resources Consultant
Type of Contract: Local contract
Reference: 06/CRH-CRF/2022
Place: Dakar, Senegal
Opening date: 19/04/2022
Closing date: 08/05/2022

Presentation of CORAF

The West and Central African Council for Agricultural Research and Development (CORAF) was founded in 1987. CORAF (www.coraf.org) is composed of the National Agricultural Research Systems (NARS) of 23 countries: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.

The Vision of CORAF is a future where people and communities in West and Central Africa achieve food and nutrition security and are prosperous. Its mission is ensuring a sustainable improvement to the productivity, competitiveness, and markets of the agricultural system in WCA.

CORAF is looking for a qualified consultant profile for its Executive Secretariat:

HUMAN RESOURCES CONSULTANT (M/F)

JOB DESCRIPTION

Main mission
Under the direct supervision of the Director of Corporate Services, the Human Resources consultant is responsible for the application of CORAF’s HR policy and strategy. He/She advises operational staff, supervises the administrative management of staff, ensures the quality of social dialogue and leads HR development (training and recruitment) within CORAF.

Main responsibilities

The HR consultant will perform the following tasks:

1. Participation in the definition of the HR strategy
   - Collect from different departments of the Institution their needs and expectations in terms of HR issues;
   - Define HR projects (management of working time, training, recruitment, mobility, improvement of working conditions, remuneration policy, etc.);
   - Propose and validate the nature and schedule of HR projects with CORAF management;
   - Carry out an economic, legal and social watch and a real follow-up of CORAF’s HR policies.

2. Advice, support to operational staff
   - Advise and support the steering team on various HR issues (labour law, training, recruitment, employment contracts, integration of new recruits, evaluation interviews, career/mobility management, remuneration, disciplinary or dismissal procedures, etc.);
• Define and ensure the application by operational staff of all HR procedures;
• Implementation and management of projects and HR policy;
• Pilot and monitor HR projects within the framework of the strategy defined by CORAF;
• Participate in the preparation of the HR budget (payroll control, skills development plan, etc.);
• Set up HR monitoring and reporting tools (dashboards);
• Lead the HR optimization policy and participate in HR diagnostics;

3. **Personnel administration and HR development**

• Supervise the administration of personnel management (HRIS, management of departures, social statements, etc.);
• Develop social dashboards to monitor staff activity (absenteeism, compensation, leave, training, time savings account, etc.);
• Ensure the application of social regulations and employer’s legal obligations in terms of social protection and health (Labour Code, collective agreements, internal regulations);
• Organize collection of training needs, set guidelines, design skills development plan and supervise its implementation;
• Develop projects related to GPEC (provisional management of jobs and skills) or GEPP (management of employment and career paths) and internal mobility by promoting detection of talents, acquisition of skills and career development (anticipate needs, inventory skills, update job descriptions, manage departures, etc.);
• Define, manage and implement recruitment policy according to needs of the various CORAF entities;
• Implement professional interviews.

**Selection criteria**

**Education**

• Hold a Master’s degree (bac+5) specializing in human resources management, law, social law, labor law, management, economics, management, sociology, psychology or social sciences;
• Or a business school diploma with an option or specialization in human resources

**Experiences required**

• 5 to 7 years of professional experience in human resources management;
• Have strong knowledge in all areas of human resources management: recruitment, integration, training, career/mobility management, payroll, personnel administration;
• Have very good knowledge of social relations (legal obligations, labour law, social law, functioning of ERBs, prevention of psychosocial risks, etc.).

**Skills**

**Technical skills**

• Mastery of standards, techniques and administrative, legal and financial regulations in technical areas;
• Good knowledge of management control and audit, taxation, labour and business law;
• Good knowledge of the company’s information system;
• Knowledge of finance, accounting, law (social, business), taxation, audit, management control;
• Mastery of work organization issues;
• Knowledge of administrative writing procedures;
• Have knowledge of training engineering.
**Behavioral Competencies**
- Organization and rigor, availability and sense of service;
- Sense of initiative and a good team spirit;
- Strength of proposal, responsiveness and anticipation.

**Language and computer skills**
- Be fluent in French and English both orally and in writing;
- Mastery of computer tools: Microsoft Office Pack.

**How to apply**
- **Application file:** the file must include a cover letter addressed to the Executive Director, Dakar, Senegal and a **detailed CV, with the names and contacts of three mandatory references (e-mail, address, and telephone).**
- You can submit your application online via the link: [www.youmann-recruit.com](http://www.youmann-recruit.com) no later than May 08, 2022.

**Female candidates are strongly encouraged**