Job Description – HR Coordinator Ghana

**Position:** HR Coordinator Ghana

**Reports to:** Country Director Ghana; HR and L&D Manager

**Based:** Tamale, Ghana

**Hours**: Full time

**Compensation:** Band 4, starting salary of 54,101 GHS per annum

### About us

Lively Minds is an award-winning NGO working to get pre-schoolers in rural Ghana & Uganda school-ready. Over 250 million children under 5 years globally do not get the early childhood care and education (“ECCE”) they need, leading to poor health, poor education, lost life opportunities and poverty.

We believe that one of the main barriers to ECCE is that parents in remote resource-poor villages lack the information, education and aspiration to provide basic and affordable opportunities for their children. We have developed an innovative behaviour-change programme that empowers marginalized, poorly educated mothers to run educational Play Schemes for preschoolers and to provide better home-based care, using cheap local resources. Not only does this result in positive outcomes for child development, but also has positive impacts for the Mothers too.

These are exciting times for Lively Minds. In Ghana, we are finalising a partnership agreement with Ministry of Education and Ghana Education Service (“GES”) to integrate the programme in to the national kindergarten system and to support them to scale it across 60 rural districts in the northern regions of the country, reaching approximately 4000 kindergartens and 1.1 million children.

In Uganda, we are in a 3-year period to test and position our programme for scale.  Over this period, we will support district and sub-county officials in Mayuge District to deliver the programme across all eligible communities in the District (approximately 420 communities). We will also conduct a mixed-methods independent evaluation and build the case for Government adoption and replication.  Our funders include USAID and Echidna Giving.

### Our goals 2021-2025

Our key goal are that over the next 5 years, GES scale the Lively Minds programme to 60 districts/4000 communities and run and sustain it to quality standards. We also want to parents see themselves, and be seen by Government, as the key ECD providers.

The Lively Minds staff team will provide an agreed level of technical assistance to national, regional and district GES teams so that they have the motivation, the technical ability and the tools to integrate the programme and its activities and run and sustain it to quality standards.

Lively Minds will recruit approximately 50 new staff to support the scale-up programme. 2021 will therefore be an exciting year of growth and change for Lively Minds in Ghana, with an enlarged team and strengthened systems and processes across many areas to support the change. Lively Minds will recruit approximately 50 new staff to support the scaled up programme. 2021 will therefore be an exciting year of growth and change for Lively Minds in Ghana, with an enlarged team and strengthened systems and processes across many areas to support the change.

We are looking for a HR Coordinator to lead recruitment initiatives and ensure Lively Minds is an excellent employer by implementing efficient process and systems to improve the service and support provided to staff. The HR Coordinator will be responsible for feeding into and implementing HR strategies and initiatives aligned with the overall programme strategy.

The HR Coordinator will be the first point of contact for HR matters for the Ghana team which will be expanding rapidly later this year. The HR Coordinator will also provide support to the team in Uganda as needed and as agreed with the HR and L&D Manager. The HR Coordinator will be responsible for HR advice and project work, delivering training and inductions, recruitment coordination and ensuring compliance with Ghana labour law.

The position may require liaising with our UK and Uganda teams to support the HR and L&D Manager. This position will be based in Tamale. This is a unique opportunity to be involved in building HR systems that contribute to our scale up and make a huge impact for a small charity. There is also scope for this role to evolve and grow over time into a HR Manager role, provided that the post holder exceeds performance goals over a sustained period.

### Main Duties and Responsibilities

**Recruitment and Selection Coordination**

* Coordinates the end to end recruitment process, ensuring the timeline meets the required start date and working closely with the HR, L&D Manager and the Project Support Officer.
* Longlists applications and prepares a small number of applications for the recruiting team to short list.
* Coordinates assessments and interview processes, ensuring all candidates are treated fairly and professionally with timely updates on the recruitment process.
* Coordinates pre-employment process process and necessary paperwork.
* May be required to support recruitment processes in Uganda or for the global team.

**HR Advice and Project Work**

* Provides advice to managers on staff on HR queries including absence management, contracts.
* Role models the Lively Minds culture in all aspects of their work.
* Implements HR projects as agreed with the HR, L&D Manager
* Supports the implementation of performance management initiatives. This may include delivering training and reviewing the effectiveness of the new performance management system.
* Updates HR policies as agreed with HR, L&D Manager in line with HR workplan ensuring alignment to Ghana labour law
* Supports with employee relations cases under the guidance of the HR, L&D Manager including taking notes of investigations, grievance, disciplinary and performance improvement meetings.
* Leads on HR projects based on workload. This may include leading on salary benchmarking, wellbeing initiatives for the Ghana team, contributing to teambuilding activities and improving our HR systems and processes.
* Plays a proactive role in contributing to a productive, fun and happy working environment across all the Ghana offices. Looks for ways to incorporate Lively Minds culture into their work.
* May be required to lead on HR projects covering the Uganda team or provide HR support on policies or offer HR advice to the Uganda team.
* May be required to travel to the other Ghana offices to support with recruitments and/or support Ghana managers in any other HR matters.

**Training and Inductions**

* Facilitates training for manager and staff including but not limited to: performance management, management development, competencies and HR systems and policies.
* Leads on certain aspects of inductions including HR policies, contracts and absence in agreement with the HR, L&D Manager.
* May be required to coordinate the inductions for new starters in consultation with the Ghana Country Director, Project Support Officer and HR, L&D Manager.

**HR systems and administration**

* Prepares all HR letters and contracts for staff.
* Monitors contract end dates and alerts Country Director in reasonable time.
* Maintains HR systems ensuring accurate and timely data entry.
* Keeps all employee files up to date.
* Provides monthly updates on payroll changes to the Ghana Finance and Admin team.
* Monitors all employee annual leave, alerts managers where there is significant unussed leave entering the final quarter of the year.
* Tracks completion of performance reviews and alerts HR, L&D Manager of any concerns.
* Investigate accidents and prepares reports for insurance carrier, working in coordination with the Finance and Admin Manager.
* Identifies and communicates HR risks for safety, security, compliance or staff welfare to senior management.
* Manages the resident and work permits needs of visitors and LM expatriates in Ghana.

**Support to the Finance and Admin team on admin Duties**

* May be required to support the Finance and Admin team with administration tasks during absence of team members or during busy periods.
* May also be required to support the Country Director with administrative tasks such as taking minutes of strategic stakeholder meetings or preparing letters for our stakeholders.

*You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team.*

### Experience and Skills

#### Essential Experience and Skills

* 3-5 years’ experience in a HR role
* Professional HR qualification (PCP, CVE or equivalent)
* Experience creating and updating policies
* Recruitment experience (all aspects of process)
* Experience supporting investigations, disciplinaries and terminations
* Extensive knowledge of Ghana employment law
* Clear and professional written, visual and oral communication skills
* Proficiency in Microsoft Word, Excel, Powerpoint
* Able to learn and adapt to IT systems (MSTeams, Asana, etc.)
* Able to manage a varied workload
* Confident in setting up new HR processes and improving on existing processes
* Excellent attention to detail
* Able to collaborate effectively with a team.

#### Desirable Experience and Skills

* Experience working with remote teams
* Experience designing and implementing HR strategies
* Experience working with HR software
* Experience of managing people.

*You will be expected to perform against the Lively Minds Competencies.*

### How to Apply

Please send a completed application form detailing how you meet the person specification to [jobs@livelyminds.org](mailto:jobs@livelyminds.org)  by **11:59pm GMT Sunday 14th February 2021**. Application forms can be downloaded from the Lively Minds website.

**Please note that CVs and cover letters will not be considered.**

Lively Minds operates a strict Child & Vulnerable Adult Protection Policy and the post-holder will be required to demonstrate their suitability for this role though background checks.

**Please note that due to resource constraints, we will only respond to shortlisted candidates.**

Short-listed candidate will be contacted to proceed on next steps in the application process, which includes assessment followed by two rounds of interviews.

**Lively Minds | Registered Charity Number 1187460 Lively Minds | Registered Charity Number D.S.W. 6759 (Ghana) | Find out more at**[**www.livelyminds.org**](http://www.livelyminds.org)