



## VACANCY

**Title:** Human Resources Manager-Regional  
**Location:** Cape Town, South Africa  
**Division:** Grassroot Soccer, Inc.  
**Manager:** Senior Director Impact & Operations

**To Apply:** Please submit a resume and cover letter to [globalhr@grassrootsoccer.org](mailto:globalhr@grassrootsoccer.org) with "HR Manager-Regional" in the subject line. Only short-listed candidates will be contacted.

**Application Deadline:** November 30, 2022

**Grassroot Soccer (GRS)** is a rapidly growing adolescent health organization that leverages the power of soccer to educate, inspire, and mobilize at-risk youth in developing countries to overcome their greatest health challenges, live healthier, more productive lives, and be agents for change in their communities. Since 2002, GRS programs have reached 13 million young people in over 60 countries with life-saving HIV prevention and sexual and reproductive health information and services. Grassroot Soccer is looking to continue scaling its impact via partnerships over the next five years.

### **Role Overview**

The Human Resources (HR) Manager-Regional will provide supportive leadership, direction, and guidance for HR initiatives and operations spanning all GRS locations in Africa. The position will provide support in the implementation of strategic goals with regards to recruitment, performance management, employee wellness and engagement, development and training functions. They will ensure employees of GRS have the tools and resources to deliver on their responsibilities and contribute positively to organizational strategies. This role will include adherence to best practices and relevant labor laws, the strengthening and implementation of HR policies and protocols, and a human-centered approach.

### **Essential Duties and Responsibilities**

#### ***Employee Life Cycle and Benefits Management***

- Ensure that recruitment and selection practices are in line with legislative requirements and organizational policies and procedures for geographies where GRS staff are located.
- Support GRS management with developing and revising job descriptions and facilitating job advertisement on recruitment platforms.
- Offer support and guidance for recruitment, interviewing, on-boarding, and induction processes for local GRS HR leads in Zambia and South Africa.
- Ensure that employment contract/agreement templates are aligned to policies and procedures and relevant labor legislation.
- Lead employee onboarding for GRS Global Africa-based employees, including developing orientation plans.
- Analyze exit interviews to identify potential risks, compliance issues, etc.

***Educate. Inspire. Mobilize.***



- Ensure leave liability is managed properly by local GRS HR leads and/or third party Employer of Record.
- Oversee benefits management in liaison with local GRS HR leads and/or third party Employer of Record.

### ***Performance, Training and Skills Development Management***

- Provide technical support to staff and management in the execution of performance management processes.
- Advise on disciplinary procedures and performance improvement issues for GRS Global Africa-based employees.
- Oversee training and development provided by GRS and/or consultants to support skills development for GRS staff and coaches.

### ***Managing HR Policies, Administration and Compliance***

- Ensure that all HR functions are executed in a professional, confidential, efficient, and effective manner.
- Ensure the adherence to HR system security controls and safeguard the confidential integrity of and access to employee information.
- Conduct relevant research and keep abreast of HR best practices/trends as it relates to HR analytics, making suggestions for improvement and leading implementation of or integration into policies.
- Ensure that the implementation of HR policies and procedures across GRS Impact Teams is consistent and standard by conducting periodic HR audits and implementing Standard Operating Procedures.
- Manage organizational changes and ensure a smooth and quick implementation.
- Review and update Employee Guides and HR policies, guidelines, and processes.

### ***Africa-based Employee Relations and People Management***

- Provide guidance on people-related issues for GRS Global Africa-based employees.
- Manage risk by ensuring legal compliance for all people-related processes with emphasis on complying with relevant labor legislation.
- In liaison with relevant stakeholders, manage labor disputes and remedy any arising issues.
- Manage risk by aligning policies and procedures with relevant legislation and funder requirements (e.g., South Africa CCMA rules, retrenchment practices, employment contract terms and conditions such as fixed-term, core, and incremental).
- Provides advice for employees on interpretation and application of organizational policies and procedures.

### ***Organizational Development of Culture and Diversity, Equity, and Inclusion (DEI) Management***

- Lead and Manage organization-wide DEI efforts.
- Make recommendations for improving DEI efforts/initiatives.
- Provide regular written reports to GRS Senior Management on the progress of DEI initiatives.
- Cultivate supportive workplace for all GRS employees and Coaches.
- Initiate goals and help to monitor organizational culture across teams to support the attainment of the company's goals and promote employee satisfaction.



- Help to establish and facilitate a culture of professionalism, proactiveness, and problem-solving.

### ***People Management***

- Lead, coach, motivate, and/or oversee the team activities to build and ensure an effective and excellent support service to all team members.
- Develop a high-performing team by embedding a formal performance management process.
- Encourage frequent knowledge sharing between team members.
- Determine and analyze development needs for the HR team and ensure that identified training requirements are budgeted for and executed.

### ***HR Reporting***

- Compile, interpret and ensure effective HR reporting as required by the Board of Directors or organization leadership.
- Ensure Team organograms and staff lists are kept up to date.
- Develop and monitor HR dashboards/reports in liaison with local HR managers.

### **Other Expectations**

#### *Travel*

- Quarterly site visits to GRS operational locations in Africa, including but not limited to: Malawi, Mozambique, Nigeria, South Africa, Zambia, and Zimbabwe.

### **Qualification, Skills, and Knowledge Requirements**

- Tertiary education required (Bachelor's degree in social sciences, human resources management, organizational psychology, or related field preferred)
- 3-5 years' experience as an HR Business Partner and/or HR Manager
- Experience as member of senior management team
- Superb knowledge and application of relevant labor legislation in South Africa and Zambia
- Familiarity with and ability to interpret and apply labor legislation
- Superb knowledge and application of recruitment and selection practices and procedures
- Familiarity with HR management software including payroll system software
- Excellent interpersonal skills and emotional intelligence
- Excellent attention to detail
- Consummate professionalism and discretion
- Excellent planning and organization skills
- Excellent English verbal and written communication skills
- Honesty and integrity
- Good team player
- Responsible and accountable

### **Ideal candidate should be exceptional at:**

- Confident and assertive communication with ability to work comfortably with diverse groups of people across all levels



- Attention to detail
- Prioritizing work and managing deadlines
- Ability to see new opportunities, be innovative and creative
- Planning and time management with ability to meet deadlines
- Being reflective and open to learning

Successful leaders at Grassroot Soccer are bold, yet humble. They are passionate about the mission of Grassroot Soccer and understand their role on the Grassroot Soccer team to achieve its mission.

Day to day, they are...

- **Proactive:** can anticipate both opportunities and obstacles and take action
- **Professional:** level-headed; have the ability to de-escalate difficult situations, behave exceptionally, and manage/minimize distractions
- **Problem Solvers:** comfortable with ambiguity; can creatively unlock bottlenecks and turn problems into opportunities

...they demonstrate lots of...

- **Common Sense:** prioritize the right things at the right time; making good, quick, informed decisions balancing multiple issues and points of view
- **Self-awareness:** know where one's blind spots are, recognize differences, and build a team to complement one's skills and weaknesses

...and a strong bias for...

- **Follow-through and Outcomes:** deliver results, not just create lots of activity
- **Treating People Well:** are empathetic, kind, and a great listener, yet can make tough decisions and hold oneself/others accountable