



## VACANCY ANNOUNCEMENT – HUMAN RESOURCES MANAGER(PART-TIME)

Equal Access International (EAI) is an international not-for-profit organization working in several countries in Africa and Asia. With a regional office in Nairobi, we have implemented programmes in Kenya, Somalia, Ethiopia, Tanzania and Djibouti. EAI creates customized communications strategies and outreach solutions that address some of the most critical challenges affecting people in the developing world in the areas of peacebuilding and transforming extremism; championing gender equality and women’s empowerment; and governance and civic participation. We help communities around the world drive sustainable and transformative change through our proven participatory media, technology, and outreach model. By designing solutions with communities, our programming is locally owned and culturally resonant. We build communication ecosystems that take root and thrive, create platforms that elevate marginalized voices, and build locally led movements that shift power, inspire normative change and promote creative, positive, and innovative solutions to social issues.

### PROJECT OVERVIEW

Equal Access International (EAI) is implementing Nabadaynta Somaaliya Programme works with both security and justice providers, and the people they serve, to help create a safer, stronger Somalia. The programme recognizes the critical role that improved safety, security and access to justice has in establishing the foundations to lasting peace and political settlements in Somalia. The period of performance of the project is from July 1, 2023, to March 31, 2026 with potential additional years. Nabadaynta will support Somalis to identify and articulate the challenges they face in accessing security and justice and to develop joint solutions that lead to visible, practical change in their experience and trust in the security and justice systems. Through approaches that enable informed and inclusive dialogue and negotiation, the programme seeks to transform how individuals, communities and institutions in Somalia can work together to create fairer, more efficient, and more accountable systems for security and justice.

### WORK LOCATION

Nairobi, Kenya or Baidoa / Kismayo, Somalia

### SCOPE OF WORK

Nabadaynta is seeking a part-time Human Resources Manager to oversee all aspects of Human Resources practices and processes. The HR Manager will be responsible for developing and implementing HR strategies and initiatives aligned with the Nabadaynta’s goals and milestones. The HR Manager will oversee employee relations, managing contract negotiations, renewals, performance management, salary scale adjustments, and staff orientation and separations. The ideal candidate will have a broad knowledge of human resources as well as general administrative responsibilities. They will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations. They will report to the Director of Finance & Administration, located in Nairobi.

#### Main Responsibilities

- Develop and implement HR strategies and initiatives aligned with EAI global policies and compliant with the labor laws for Kenya and Somalia.
- Manage the recruitment process, including job posting, candidate screening, interviewing, and selection.



- Support current and future business needs through the development, engagement, motivation and preservation of team members
- Oversee the roll-out and implementation of the performance management system
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

### **Requirements**

- At least 10-years of working experience as HR manager or other HR executive
- Demonstrable experience with HR metrics
- Knowledge of HR systems and databases
- In-depth knowledge of labor law and HR best practices
- Experience working in donor-funded projects (FCDO, UN, USG)
- Bachelor's degree in Human Resources, Business Administration, or related field (Master's degree is a plus).
- Fluency in Somali preferred.

### **How to Apply:**

Interested and qualified persons are requested to send their Application Letter and Curriculum Vitae to [eaieastfrica@equalaccess.org](mailto:eaieastfrica@equalaccess.org) on or before Wednesday 19<sup>th</sup> February 2025, with the job title as the subject.