



Human Resource Officer: Job Specification

Summary

This document outlines the principal responsibilities and goals of the RCPCH – Global Links team in Sierra Leone

Core objective(s) of the programme

- To embed sustainability of two health care training packages in Sierra Leone at Central, Regional and District levels by building a ‘hub-and-spoke’ network of mentoring and support between Regional and District Hospitals, led by a national faculty of trainer/mentors
- To build a ‘Quality of Care’ network using ETAT+ as ‘pathfinder’ protocol, enabling District and Regional Hospitals to share challenges and solutions in critical care.
- To ensure continuation of quality assurance, and monitoring and evaluation as critical components of the national quality improvement process

Organisation of the Programme

Two new grants from DFID/IRC and JOAC for 2019-2021 will help to embed the sustainability of our key programmes in Sierra Leone at Central, Regional and District levels.

RCPCH - Global Links are looking to provide support to programme in Sierra Leone that will support national priorities in enhancing paediatric care, improving child survival, and strengthening the role of nurses as a cost-efficient way of maximising their potential as clinicians alongside doctors and medical officers.

Plans for 2019-21 include:

Support the government commitment to ETAT+ and new strategic commitment to advance national paediatric training,

A network of regional and district hospitals with strong relationships with who are keen to develop and extend further the neonatal and paediatric skills of their clinicians.

Develop pilot group of Sierra Leonean ETAT+ trainers, with particular emphasis on development of a new cadre of Sierra Leonean Nurse-Mentors – with the potential to expand this group

The programme proposed to go further in improving the quality of care for children and continue to bring down rates of mortality in hospitals across Sierra Leone.

The proposed programme would aim to achieve three key objectives over three years:

Objective 1: Embed and extend the national Sierra Leone Emergency Triage Assessment and Treatment Plus (ETAT+) capability

Building a sustainable infrastructure through which ETAT may become an integral part of Sierra Leone's national medical education system.

To support and embed 'ETAT+ Implementation Groups' (EIG) at regional and district hospitals, led by Sierra Leonean doctor(s), able to continuously develop, implement, assess and revise a 'Hospital Paediatric Improvement Plan' (HPIP)

To support regular communication between government hospitals comparing performance on child health quality of care and outcome indicators, building a 'learning network' of secondary care facilities

To strengthen linkage between government hospitals and Community Health Centres, through inclusion of CHOs and other relevant cadres in hospital-based paediatric and neonatal training opportunities

To support hospital M&E officers to develop hospital health management information systems, incorporating regular accurate indicators of hospital-based quality of care and mortality

To support development of regional hospitals (4) as centres of excellence in national ETAT+ and Quality of Care

Objective 2: Design and deliver a new training and mentoring programme to complement ETAT+, entitled 'Caring for the Critically-Ill Child' (CCC)

Whilst ETAT+ covers the initial phase of a child's admission to hospital, there are key aspects of the ongoing care of the sickest children that it does not encompass. For nursing staff to be able to deliver the highest quality of care to the sickest children, especially those referred to regional hospitals, there is a practical need and opportunity to design and deliver a course of training and practical mentoring – which complements ETAT+ – entitled 'Caring for the Critically-Ill Child' (CCC) Where ETAT+ improves emergency clinical skills to enhance immediate care when the child arrives at hospital, CCC aims to improve longer-term clinical skills – with a particular focus on nurses and continuing professional development – to manage severely-ill children after they have been admitted to hospital, up to the point at which they are discharged to go home.

Objective 3: Support Ministry of Health and Sanitation to embed ETAT+ and CCC in national nurse training

True sustainability will only emerge when Sierra Leone trainers are able take ownership of ETAT+ and CCC training, leading and delivering training to new generations of doctors, clinical officers and nurses over coming decades. And that ownership depends on strengthening practical capabilities of Sierra Leonean doctors and nurses to become trainers and mentors for ETAT+ and CCC in their own right, as well as, where appropriate, feeding ETAT+ and CCC components into the wider process of developing paediatric specialisation in the country.

Global Links would aim to support partners in the larger policy and institutional processes of strengthening curriculum and teaching for specialist paediatric care, for doctors and nurses.

RCPCH-Global Links – Sierra Leone Human Resource Officer, Role

The Human Resource Officer will be recruited on a 12-month contract with possible extension if agreed on both sides. The role would allow for 28 days annual leave.

Based in Freetown, the Human Resource Officer will ensure Human Resource Management are planned, organized, coordinated, and implemented within the project. The M&E officer may be required to travel to regional and district facilities to ensure on-site Human Resource Management, if the need arise.

Specific Roles and Responsibilities

- Work with top management to set-up and review contracts in line with organizational HR policy.
- In collaboration with the Country Lead, receive and approve Leave Requests from staff and volunteers, and communicate outcome of these requests to the staff/volunteer. Keep paper and electronic copies of these, and filed into individual staff/volunteer folders.
- Keep track of the leave incurred and used by staff and volunteer on a regular basis. Remind and update staff of their remaining leave allowance, including their TOIL (time off in lieu).
- Receive and collate timesheets from all staff and volunteer. Flag issues and concerns to CL (repeated sickness absence, hours owed above certain %). Keep paper and electronic copies of these, and filed into individual staff/volunteer folders.
- Read and understand terms of RCPCH-Global Links HR Policy, and update where necessary.
- Educate and orientate all staff and volunteer on the HR policies of RCPCH-Global Links, including any update or revisions to the manual.
- Read and understand terms of the Safeguarding Policy of the organization and abide by it in dealing with Safeguarding issues within the organization.
- In collaboration with RCPCH-Global Links Top Management Team, take part in the recruitment, promotion, and termination of all national staff. Devise and implement a performance appraisal system within the organization.
- Maintain and update HR database (paper and electronic file).
- Maintain and update staff contact list and CUG list, and send these regularly to Logistics Coordinator.
- In collaboration with Finance Manager, coordinate in updating salary packages for all staff and volunteers.
- Provide monthly highlights of staff performances for rewards and disciplinary actions, to RCPCH-Global Links Country Lead.
- Plan personal development plan and training for all staff within the organization.
- Other duties as deemed necessary

The Human Resource Officer will report to the Global Links Country lead and liaise regularly with the RCPCH UK Programme Manager.

Person Specifications

Person Specification	Essential	Desirable
QUALIFICATIONS	<p>A recognised degree/certificate/diploma in any course related to human resource management.</p> <p>A minimum of 2 years post-qualification experience.</p>	<p>Additional qualification or significant experience in human resource management.</p>
EXPERIENCE	<p>Experience in managing human resources, with proven results.</p>	<p>Experience in designing and managing tools for human resource management, with proven results.</p> <p>Experience in writing HR policies and manuals.</p> <p>Experience in the recruitment, promotion, and termination of employees.</p>
KNOWLEDGE	<p>Knowledge of HR systems and performance appraisal.</p> <p>Demonstrated ability to assess human resource needs of an organization.</p> <p>Confidence in working with senior staff from partner organisations including the Government.</p>	<p>Knowledge of relevant HR policies and approaches to improving organizational development and management.</p> <p>A keen grasp of the role played by an organisation like RCPCH-Global Links in the context of global health and development.</p>
SKILLS	<p>Ability to self-motivate and work autonomously within the scope of the role with minimal supervision.</p> <p>Excellent interpersonal skills, verbal communication skills, and demonstrated ability to work collaboratively cross-culturally.</p> <p>Excellent computer skills in Excel, Word and PowerPoint.</p> <p>Ability to work well under pressure and deliver to deadlines whilst maintaining an excellent level of</p>	<p>Demonstrated skills in Human Resource management.</p>

	written work.	
VALUES	<p>Passionate about improving health standards and a keen interest in Health System Strengthening.</p> <p>Ability to work effectively with others in a cross-cultural environment, as a leader and influencer.</p> <p>Absolute commitment to teaching and learning and skills improvement of others.</p> <p>A team player who shows enthusiasm for partnership and improved child mortality and morbidity in Sierra Leone.</p>	
OTHER	<p>Fluent written and spoken English.</p> <p>Commitment to the goals and principles of RCPCH-Global Links.</p>	<p>Fluency in Krio and/or other local languages desirable.</p>

General Policies Procedures and Practices

In addition to the key job responsibilities detailed in this job specification all employees and volunteers at RCPCH-Global Links are expected to comply with the general duties outlined below and detailed in full in our policies.

Safeguarding

RCPCH-Global Links is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Applicants for this position should be aware that if successful, they will be requested to complete a Disclosure and Barring Service (DBS) checks, or equivalent in countries other than the UK. The RCPCH-Global Links complies fully with the DBS Code of Practice.

Data Protection

RCPCH-Global Links complies with the General Data Protection Regulation (GDPR).

Equality and Diversity

RCPCH-Global Links is committed to a comprehensive policy of Equal Opportunities in volunteering and employment in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the organisation. It is the RCPCH-Global Links' policy as an employer to treat all people equally irrespective of race, ethnic origin, nationality, sex, marital or parental status, sexual orientation, creed, disability, age or political belief.

Working Conditions

RCPCH-Global Links operates in tertiary and primary healthcare facilities in one of the world's poorest countries. Consequently, working conditions can be challenging, including many things we take for granted in other working environments, such as running water, power, communications, staff competency and regular supplies of essential medicines and equipment – many of these things are not a given in the environments where we work. Whilst every reasonable effort is made to ensure a safe working environment, this is a challenging context, much of which is out of our control. RCPCH-Global Links places a strong emphasis on staff health and well-being and strives to ensure staff comfort at all times.

Job Revision

This job description should be viewed as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances.

Salary/Benefits

This is a full-time position. The full remuneration package will be discussed with shortlisted candidates.

Additional Benefits

Depending on the experience and skills of the appointed Human Resource Officer, additional training may be provided as appropriate. This may include HR management, communications, report writing, performance appraisal.

The Human Resource Officer will gain from the experience of working with organisations at both the national and international level including the Ministry of Health, DFID, IRC and the RCPCH.

APPLICATION PROCESS

The closing date for applications is **7th August 2020** – we encourage potential applicants to submit as soon as possible.

To apply for this position please send your Cover Letter, CV and contact details of 2 referees in one email to **jobsgloballinks@gmail.com** using the following subject title: *Application – Human Resource Officer*

Please include the following in your cover letter (2 pages maximum):

- a. Reasons for applying to this position
- b. Overview of key experience related to this post
- c. Your country of residence and nationality
- d. Date you are able to commence and duration of availability

Please note: CVs should be no more than 4 pages long. Please do not send any additional documentation at this stage. *Referees will not be contacted without your prior consent.*

For any queries relating to the position, please email **jobsgloballinks@gmail.com**