The World Wide Fund for Nature seeks a People & Culture Manager for its Republic of Congo Office

Want to make a positive difference to the future of people and our one shared home, the Earth? Working with WWF could be your opportunity of a lifetime:

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

What we do:
We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

For our Country Programme Office in Republic of Congo, we are looking for a dynamic and committed People & Culture Manager.

Reports to:
Reports to: People & Culture Manager Africa
Dotted line reports: Country Director, RoC
Supervises: Consultants when required

Location: Brazzaville, with regular visits to the field
Duration: Initially one (01) year with likelihood of renewal

Mission of the Department:
People & Culture Department mission is to ensure WWF RoC applies the highest standards in the area of people & culture (P&C) management, fosters a culture based on network citizenship and the four (04) ways of working in order to support the achievement of the conservation goals and objectives as laid in the Strategic Plan, in compliance with WWF People & Culture policies and standards.

Major Functions:
- To advise and support leaders in creating a culture of collaboration, innovation and results focus in WWF;
- To embed the desired organizational values and behaviors in all key People & Culture processes across the organization;
- To develop and embed the right People & Culture standards, policies, procedures and platforms in-order to attract, develop and retain the right people for the organization;
To create and support the optimal working environment in which the staff are able to perform at the highest level and are able to maximize their contribution towards the conservation goals;

To drive the WWF network towards a common approach to people development, global mobility, leadership development, rewards philosophy and gender diversity.

**Major duties and responsibilities**

- Provides strategic P&C leadership and oversight to ensure conservation impact at scale for WWF Congo;
- Develops and implements the P&C strategy for WWF RoC that aligns with WWF global P&C strategy and frameworks and effectively support to delivering of conservation impact;
- Develops and manages the P&C annual work plan/budget to ensure the attainment and delivery of plans and objectives;
- Together with CMT members to develop Organizational Development (OD) strategy for WWF Congo and implement the P&C’s annual work plan under OD strategy;
- Leads in the development, implementation, management and monitoring of P&C systems, policies and procedures for WWF RoC including recruitment and selection, compensation and benefits, training and development, career development and succession planning, health, safety and security, equity and inclusion to ensure the compliance with WWF network standards and local laws and regulations;
- Plans and organize the effective communications of all P&C related policies & procedures to employees
- Manages the overall P&C operations, including recruitment, salary and welfare, training & capacity building, performance appraisal, employee relations and departures to promote a workplace of choice
- Provides strategic comprehensive advisory and technical guidance to the Country Leadership team on all aspects of people and culture to ensure a good working environment and strengthen organization reputation and capacity building.
- Acts as WWF RoC contact person with the government departments in charge of labor and employment (Agence Congolaise Pour l’Emploi – ACPE -; Direction générale et directions départementales du travail; Inspection Générale et inspections départementales du travail ; Caisse National de Sécurité Sociale – CNSS -; Direction Générale des Impôts et des Domaines et les directions départementales ; etc.) and other relevant private partners (e.g. banks)
- Supports the WWF RoC office with key administration procedures on request by the Country Director such as tax exemption procedures
- Addresses and implements leadership development, talent management, succession planning and performance management in line with that of WWF International policies, with the aim of building culture of high performance aligned with core values and behaviors
- Acts as a strong employee champion by encouraging and maintaining sound employee relations and undertaking all necessary consultation and negotiation with staff on employee issues to ensure that harmonious relationships and effective communications are maintained between management and staff. Supports both line managers and staff on disciplinary or grievance processes, or in the event of collective disputes.
- Carries out and participates in salary surveys, analyses data to ensure that the organization has accurate and up to date information relating to external pay; participates in and makes recommendations on annual remuneration reviews
- Acts as the Fraud and Corruption/Compliance Focal point of the Country Office: trains and raises awareness to staff, including Induction to new staff about the Compliance and Ethical standard; investigates and reports on related incidents, recommends any
improvement plans that may be necessary, to ensure that WWF-Vietnam complies with WWF's Code of Conducts.

● Carries out other assignments given by the Country Director

**Required Qualifications, Skills and Competencies:**

**Required qualifications and experience:**

- An advanced degree or equivalent working experience in relevant disciplines like Human Resources Management, Organization Development or in relevant fields;
- At least 8 years’ practical experience in overall Human resources management
- Excellent understanding of laws and regulations on labor, health and safety in RoC
- Fair understanding of diversity and inclusion.
- Experience in developing, implementing and monitoring the compliance of P&C system, policies and procedures, preferably the context of an international organization.

**Required Skills and Competencies:**

- Excellent communication & interpersonal skills; Leadership and management skills
- Excellent conflict management and work well under pressure
- Ability to think strategically, with solid problem-solving and business acumen skills
- Good planning & organizing skills; facilitation; negotiation & influencing skills
- Fluency in french language,
- Organizational awareness and service orientation

**Values & Behaviors:**

- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

**Working Relationships:**

- **Internal:** Interacts on a regular basis with Country Management Team; Global P&C Community & Network; F&C Focal Point Group; P&C team at Regional & National level.
- **External:** Liaises with P&C professionals in the country; Auditors; Tax Department; Social Insurance company and other relevant government bodies. Engages with other organizations on P&C systems and practices for learning and sharing.

**Annexes - to be included depending on Country Office structure**

**Administration**

- Take lead in setting up of new field offices and ensuring on-going administrative support to the offices.
- Take lead in organizational legal compliance including registration, MOU processes and liaison with lawyers as needed.
- Advise the Country Director and Country Managers on all statutory and local requirements to ensure the organization operates in a proper and effective manner. Maintain an awareness of any possible crisis or risk to the organization and develop mitigation plans that will provide for such contingencies.
- Oversee the Administration function, ensuring adequate Admin support is provided to staff when needed.
- Oversee the preparation and coordination of office activities, not limited to. SMT/RMT meetings, team meetings, team buildings, staff retreats.
This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

**How to apply?**
Apply through the Link: [https://cameroon.panda.org/apply_to_a_job/apply_to_a_job/](https://cameroon.panda.org/apply_to_a_job/apply_to_a_job/).

**Deadline for applications:** 30th July 2023.

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up.

*WWF is an equal opportunity employer and committed to having a diverse workforce.*