

HUMAN RESOURCES AND ADMINISTRATION MANAGER

Oxfam Pilipinas is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

ABOUT OXFAM PILIPINAS

We seek lasting change. We at Oxfam Pilipinas dream and work for a future where Filipinos are free from poverty. For more than 30 years, serving in a country where close to 27 million now live in poverty, we have relied on the power of people to carry out programs designed to achieve our shared vision. Central to our strategy is working with partners to transform the unequal power relations, structures, norms, and values that cause poverty and inequality, including gender-based violence and injustice.

We strive to apply a feminist lens to all our analyses and actions. We seek to save lives, provide access to services, and reduce the impact of disasters, particularly on the most vulnerable and disadvantaged. We belong to the larger Oxfam family of 22 organizations networked with partners and grassroots communities in all corners of the globe. We are part of a global movement for genuine change, seeking to rid the world of the scourge of poverty, with gender justice at the core of what we do.

OUR VALUES

Equality. We believe everyone has the right to be treated fairly and to have the same rights and opportunities.

Empowerment. We acknowledge and seek to expand people's agency over their lives and the decisions that impact them.

Solidarity. We join hands, support, and collaborate in working towards a just and sustainable world.

Inclusiveness. We embrace diversity and difference and value the perspectives and contributions of people and communities in their fight against poverty and injustice.

Accountability. We take responsibility for our action and inaction and hold ourselves accountable to the people we work with and for.

Courage. We speak truth to power and act with conviction on the justice of our causes.

OUR TEAM

The Operations Unit provides high quality operational support that is in line with Oxfam Pilipinas' strategy; ensures that policies, procedures, and minimum standards are adhered to and applied fairly at all times; and recognizes, supports, and addresses the needs of organizations we are in partnership with.

JOB PURPOSE

To provide strategic leadership for all aspects of human resources and administration management to ensure that the Oxfam Pilipinas is provided with high quality HR and administrative services, is able to attract and retain talented staff, and operates within a culture that both inspires staff to work to their full potential and is reflective of Oxfam values. This role will require physical presence in the office and will support and collaborate with other teams across the organization.

CORE DETAILS

Location:	Manila, Philippines
Our package:	Oxfam offers staff a comprehensive benefits package including medical cover, life insurance, various types of leaves and learning and development opportunities.
Internal Grade:	C2
Contract type:	Full-time, One-year contract, with extension options
Hours of work:	 37.5 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage.
This role reports to:	Operations Director
Staff reporting to this post:	HR Officer, HR and Admin Assistant

DIMENSIONS

- Influences the development of strategy and ensures and supports operational implementation
- Develops solutions to diverse and complex problems within organisational policy
- Interprets and applies operational and specialist information in a variety of forms from a variety of sources
- Regularly reviews own and organisational priorities, setting clear objectives to achieve short and long-term aims
- Flexibility to resolve challenges within corporate or divisional parameters, with moderate scope
- Impact of this role is significant within the organization in terms of business processes being improved and simplified
- Implements best practice and ensures adherence to all relevant national laws and guidelines
- Works collaboratively across various teams within OPH and Oxfam International

KEY RESPONSIBILITIES

Responsibilities include but are not limited to the following:

1. Strategy and Culture

- Leads in the design, development and implementation of a forward-looking HR strategy in line with the OPH Strategy and the Strategic Partnership Model, and ensures its translation into a functional plan
- Provides sound leadership and advice on all aspects of HR policy, practice and strategy, including talent management, performance management, recruitment, rewards, workforce planning, health and safety, and workplace relations and culture, while ensuring alignment with national laws and Oxfam policy
- Supports, develops and manages the wider organizational climate through the implementation of a 360-degree appraisal system, regular staff opinion surveys, drawing connections between survey output and issues and facilitates rapid resolution of, and longer term plans, to address issues
- Supports a culture of constructive feedback and reception to feedback (mentoring and coaching as a culture)
- Assist in planning staff retreats, all-staff meetings, and team-building events that foster a positive organizational culture
- Leads coordination with other I/NGOs in-country on key HR policy and practice
- Leads the safeguarding team

2. Performance Management

- Audits the alignment of objectives across all functions to ensure that they demonstrate clear links to the OPH Strategy and wider organisational objectives, and that they are relevant for performance management purposes
- Ensures high quality objective-setting through facilitation of objective-setting workshops and training materials for staff and line managers
- Responsible for ensuring staff objectives are agreed with their line managers in a timely manner, either at the beginning of each year or at the beginning of a contract

- Develops and supports a performance management culture and ensures the compliance of line managers with the Oxfam Performance Management cycle, providing support through the provision of communications, training, materials and reminders, and records performance review results
- Advises and supports line managers for effective management of underperformance in accordance with Oxfam policies and processes. providing support through any disciplinary process, support in the development of Performance Improvement Plans that are commensurate with the issue and the time required to reasonably expect evidence of improvement, and counsels and mediates in appraisal discussions
- Provides detailed advice and problem resolution on complex and sensitive policy interpretation and procedural issues to line managers and staff
- Supports line managers in the measurement and management of performance during probation to enable timely interventions and is responsible for managing a fair probation extension/termination decision process

3. Rewards and Benefits

- Manages the payroll outsourcing supplier and ensures timely completion and authorisation for monthly input for payroll for staff
- Manages timely clearance of leavers and ensures end of contract payments are made in a timely manner
- Ensures salary, benefits and reward administration adheres to country laws and are in line with organisational policy and practice
- Provides guidance and advice to line managers in relation to pay, benefits and market supplements applicable for new posts/recruits and conducts other pay reviews in accordance with pay policy and level job family of role
- Ensures the maintenance of current and accurate staff data and maintains current and accurate hard files for all staff
- Manages the administration and payment of benefits policies as specified in staff contracts and in HR policies and procedures

4. Recruitment and Workplace Relations

- Proactively guides and supports recruitment managers in designing and developing job profiles
- Leads in executing an effective recruitment process for both staff and consultants, either in-house or outsourced, in line with Oxfam policy and best practice, including reference checks, visas and work permits as appropriate, and offer letters
- Leads in composing and issuing revisions to staff contracts, including specific exceptions to standard employment contracts on written authority from appropriate management levels.
- Ensures accurate and complete record of recruitment activity and results are kept and available for review, including monthly reports of recruitment and turnover KPIs for relevant audiences
- Develops and maintains a current roster of staff for humanitarian response, and leads recruitment for scale up in the event of a humanitarian response, collaborating with technical leads as necessary
- Leads in managing and investigating staff relations cases, grievances, appeals, discipline, as well as safeguarding issues and cases, seeking legal advice as required
- Leads in ensuring compliance with HR internal policies, procedures, and regulations and that these are applied in a fair and equitable manner
- Ensures an effective working relationship with staff representatives and proposes and implements changes in HR policies due to changes in local employment legislation or agreements with the staff association
- Ensures that employments contracts are fairly terminated as required

- Develops and implements a staff welfare plan and monitors compliance with and actively enforces implementation of health and safety and other legislation

5. Learning and Development

- Leads in the design, implementation, and monitoring of a learning and development plan in support of the OPH Strategy and Strategic Partnership Model, ensuring the adoption of sustainable L&OD frameworks that help to develop the capacity of staff
- Develops and coordinates a comprehensive induction programme for all new staff, and in particular is responsible for delivery of effective HR training for staff in scale up situations
- Promotes and co-ordinates internship, coaching and mentoring training programmes

6. Partnership Support

- Contributes to partnership assessment activities relating to HR as requested, providing clear and evidence-based recommendations and feedback in relation to the HR capacity of partner organizations
- Contributes to the development and implementation of high-quality capacity development for partners in relation to all aspects of HR management

7. Administration

- **Office and Facilities Management:** Oversee the day-to-day operations of the office environment, ensuring a safe, productive, and welcoming space for staff and visitors, Manage the inventory of organizational assets (laptops, phones, equipment), Lead health and safety compliance, including emergency preparedness planning.
- **Systems, Process and Compliance:** Develop, implement, and refine internal administrative policies to support organizational operations; Ensure organizational compliance with NGO regulations, data protection laws (e.g., GDPR/CCPA); Maintain digital and physical filing systems.

8. Other responsibilities:

- To perform any other duties as requested by the line manager.

SKILLS, EXPERIENCE AND KNOWLEDGE

Essential

- Degree in psychology, human resources, business administration or related field
- Minimum of 7 years' experience in human resources and administration, with at least three years in a management role, preferably within an international organization
- Demonstrable experience of operating in an HR and administrative leadership capacity
- A thorough knowledge of the theory and practice of HR Management including employee relations, change management, staff handbooks, resourcing, rewards, performance management, and learning and development
- Demonstrated experience of strategic leadership and capacity building across HR and admin functions
- Mature understanding of transformation derived from direct experience in a development and/or humanitarian context
- Previous experience developing/managing budgets
- High level of influencing skills with proven ability to establish credibility at all levels
- Demonstrated track record of improving efficiency and effectiveness in areas of responsibility
- Sound understanding of and commitment to gender mainstreaming
- Excellent communications skills with fluency in written and spoken English and Filipino

Desirable

- Master's degree in psychology, human resources or relevant discipline
- Proven ability to work collaboratively in partnership with experience of working with civil society actors

Others:

- This post will be Manila-based with occasional field visits and international travel

Key Attributes

- Ability to demonstrate creativity, sensitivity to cultural differences and gender issues, and the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

HOW TO APPLY

Applications must include a curriculum vitae and a letter of intent in a single file. Applicants may submit their applications to ophrecruitment@oxfam.org.ph. Please use the email subject format: Position Applied For - Surname, First Name.