



JOB DESCRIPTION

PEOPLE AND VALUE ASSISTANT MADAGASCAR



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER 1121989 REGISTERED COMPANY NUMBER 6448493** **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 1 Bartholomew Lane, London, EC2N 2AX

JOB PURPOSE

Central to DWCT's 'Rewild Our World' strategy are our ten global rewilding sites, two of which are in Madagascar: Madagascan wetlands and Madagascan dry forests. DWCT's Madagascar Programme is our single largest investment, with a full-time workforce of over 80 employees and 30 permanent consultants working in six field sites across the country.

The post holder will support the coordination and delivery of the field programme's HR strategy and operational plans, contributing to the effective delivery of high-quality conservation programmes. You will provide responsive, professional HR support across a range of areas, including recruitment, onboarding, employee development, performance management, employee relations, compensation and benefits, policies, employee care, and general HR administration, ensuring that HR services meet the needs of employees and the organisation.

PEOPLE AND VALUE
ASSISTANT MADAGASCAR

DEPARTEMENT

People and Values (Human Resources)

REPORTS TO

Head of People and Values Madagascar

CONTRACT

Full-time (40 Hours per Week)

LOCATION

Antananarivo, Madagascar



KEY RESPONSIBILITIES

Policies and Procedures

- Support the implementation and compliance of all HR policies and requirements for the Madagascar field programme.
- Ensure that Trust's Safeguarding policies and documents are accessible for all employees and consultants and are appropriately filed, recorded, monitored.
- Help coordinate and support HR processes, activities, and service delivery, to ensure they meet latest agency, donor, and local legal requirements and standards and reflect best practices.

Compensation and Benefits

- Collate, prepare, and submit information relating to statutory national social obligations (CNaPS, OSIE, insurance) for review and approval by the Head of People and Values.
- Prepare statutory workforce reports and supporting documentation for checking and submission by the Head of People and Values.
- Prepare, organise, and maintain documentation to support evidence and audit trails for compensation and benefits decisions, under the oversight of the Head of People and Values.
- Collate and prepare monthly payroll inputs and quarterly statutory payroll declarations, ensuring accuracy prior to review and approval by the Head of People and Values.
- Prepare and verify payment requests and benefit reimbursement documentation for compliance, prior to approval by the Head of People and Values.
- Support the Head of People and Values by responding to queries and providing documentation related to compensation, benefits, and payroll as required.

Recruitment and Selection

- Prepare and ensure the organisation of local recruitment procedures to include advertisement of jobs, arranging interviews, answering recruitment queries.
- Ensure employee references are taken up with previous employers as soon as appointment has been confirmed.
- Provide administrative support throughout the recruitment process in collaboration with the Head of People and Values and hiring managers.

Induction and Onboarding

- Ensure the preparation of all required new starter paperwork such as terms and conditions of employment, policies, and procedures.
- Update, prepare and share HR orientation package.
- Ensure employee personnel files are set up, with all relevant paperwork, and that all details of the new starter are also added to the HR system.
- Confirm all new employees and their start dates to IT, for PC set up/passwords/telephone etc.
- Review and monitor the diarised probationary period for follow up with relevant line manager.

KEY RESPONSIBILITIES

Absence Management

- Ensure that all employee absence including holidays, sickness and professional time away is accurately recorded within the HR database, People Hub, and monitored and escalated to the Head of People and Value of absence cases.
- In collaboration with Line Manager, monitor the remaining balance leave within the online system and send regular reminders for any annual planning.

Performance Management

- Support the administration and monitoring of the performance appraisal process, in collaboration with the Head of People and Values and line managers.
- Ensure the field programme annual performance results checklist is received and retained on file.
- Track probation period appraisals, sending reminders and following up to ensure completion.

Learning and Development

- Log all training requests and complete the necessary administration including training budget update logging, course booking and evaluation forms.
- Collect and compile employee training needs.

Administration

- Provide administrative and clerical support to HR transactions and processes. Prepare, type, photocopy, and scan employment-related documentation, such as employment contracts, termination letters, salary technical adjustments letters, CNAPS and OSIE documents, materials for employee learning and development events, etc.
- Ensure all employee records are accurately maintained and updated in the HRIS database (People Hub) as well as in hard copy files.
- Prepare and supply key workforce metrics and HR reports for quarterly Board reporting, to the Head of People and Values and the Country Director.
- Monitor any employee contract end dates, HR contracts with third party providers including Individual Permanent Consultants, External services for HR activities
- Aid line managers in translation and update of Terms of Reference/Job Descriptions of current employees, new roles, and replacements according to the needs of the programme and those revised copies are uploaded in the HR system.
- Ensure all terminations of employment are acknowledged, documented and correct procedures are adhered to.
- Accountable for updating all local employee telephone lists, local organisation charts, and any other internal listings which may be relevant.
- Assist with organisation of employee social events.
- Contribute to various communications including photos, publications on FB, WEB, and blogs.

KNOWLEDGE, SKILL AND ABILITY

- Professional Diploma/Certificate or courses in Administration or Human Resources Management. A higher degree would be advantageous.
- 2-3 years of generalist experience in an administrative and/or human resources assistant role with demonstrable experience of human resources practices.
- Experience with an international organisation or the private sector is strongly desired.
- Experience with and knowledge of employment laws, regulations, policies, principles, concepts, and practices. Good understanding of the Malagasy labour law.
- Fluency in spoken and written French and Malagasy language is required as well as proficiency in English
- Must have basic HR Systems experience and be detail-oriented, focused, and accurate in all data entry for Human Resources System Management work.
- Ability to work on one's own initiative, as well as with the confidence and initiative to deal with other people at all levels of the organisation.
- Excellent verbal and written communication skills with a professional and approachable manner.
- Ability to work well under pressure and with strict deadlines
- Excellent time management and organisational skills.
- Experience using MS Windows and MS Office packages, in particular Excel and Word. Hands-on experience with data entry into online databases and forms as well as knowledge of Office 365 tools is an advantage.
- Flexible approach with ability to remain calm under pressure.
- Recognises the importance of strict confidentiality.
- Strong customer service skills.
- Self-motivated to perform routine tasks independently.



BEHAVIOURS AND VALUES

- Acts with integrity and with the best interests of the employer always.
- 'Can do' attitude and willingness to assist others.
- Ability to work autonomously but also works collaboratively with all colleagues across the global organisation.



INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

OUR VALUES

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.

