

Join Our Team

People & Talent Officer



Youth Impact's mission is to connect youth to proven life-saving information. Our vision is to enable over 1 million youth to thrive through delivery of multiple evidence-based programs. We are at an inflection point in our growth: we have nearly 250 staff, three programs in health and education and a cumulative reach of over 200,000 youth across 15 countries. Our culture is unique: we are always learning, have a dynamic, youthful team, a fierce commitment to measurement and evidence, and work hand-in-hand with the government. On a given day our leaders will sing and dance, negotiate MOUs, and spend dedicated time with the field team in schools.

Primary Purpose:

The People and Talent team is the heart and pulse of the organisation. We believe that when each team member grows, the organisation thrives. It requires an individual who is highly motivated, create, organised and can work on multiple functions. The individual must have a high calibre of compassion, respect and trust. It is a role that requires one to play a key role in the day-to-day operations, administration and maintenance of the department.

Primary Duties & Responsibilities:

The successful candidate will be required to:

Compliance & Records Management

- Monitor and manage team data such as leave balances, professional development and other related HR reporting.
- Adequate and up to date maintenance of all digital and manual people and talent related records including employee files.
- Provide guidance to the team and stakeholders on work and residence permit administration and query resolution.
- Accurate documentation and maintenance of all disciplinary and grievance related records.
- Ensure compliance to legislation relating to employee data and records management.

Data and Analytics

- Utilise data analytics to monitor people and talent related trends and processes i.e. recruitment, onboarding etc.
- Compile monthly reporting, monitors and provides statistics on recruitment, diversity & inclusion, professional development etc.
- Contribute to business decisions by monitoring the effectiveness of initiatives and making research-based recommendations.

Systems Administrator

- Execute the implementation and management of systems for people and talent processes as well as provide end user support.
- Contribute to efforts to streamline processes i.e. data management, payroll processing, recruitment, performance reviews etc.
- Collaborate with the team to identify system improvements and enhancements, while recommending and implementing solutions.

HR Administration

- Provide support for internal and external stakeholder and team engagements i.e. career fairs, team bonding events etc.
- Engage internally and externally to resolve and address front line queries and requests for support or information.
- Drive general people processes across various workflows in recruitment & selection, onboarding and offboarding, learning and development, benefits administration, performance development etc.
- Contribute to, and/or execute specialised projects as and when required in collaboration with the P&T team and other departments.

Required Skills & Experience

- Bachelors' degree in Human Resources, Business Administration or a relevant qualification
- Knowledge of HR functions (recruitment, onboarding & offboarding, training & development etc.)
- 2 - 3 years' experience in a related role with a strong administration background

- Strong organisational, interpersonal and communication skills are a must.
- Good understanding of Botswana labour laws and global best practices
- Membership of a HR professional body is preferred.

Characteristics

- **Attitude:** Highly reliable & ethical. Dedicated and hard-working with excellent ownership and accountability.
- **Interpersonal:** Enthusiastic, youthful, energetic, innovative; goal-oriented self-starter. Willingness to go the extra mile.
- **Analytical skills:** Analytical & problem-solving abilities are required.
- **Organisational skills:** ability to stay organised, prioritise, exercise logic & good judgement.
- **Technical skills:** Strong technical skills (Word, Excel, PowerPoint etc.). Understanding of HRIS and the use of HR metrics is desirable.

Deadline to fill out the application is 21 May 2024 by 00:00 CAT.

Follow the link on our website for application materials: <https://www.youth-impact.org/join-us-1>

Time Period: 2-year fixed term contract, with potential for extension pending performance.

Location: Gaborone, Botswana

Preference will be given to current Youth Impact facilitators who meet the requirements for the role, but applications are encouraged from all candidates.