

AFRICAN DEVELOPMENT BANK

VACANCY ANNOUNCEMENT N° ADB/13/027

Position: Chief Human Resources Business Partner (HRBP)	Grade: PL-3	Closing Date: 8 March 2013
Department / Division Human Resources Management Department (CHRM) / Client Services Division	Supervisor's Name and Title: Division Manager CHRM1	
<p><u>Objective</u></p> <p>Provide specialist advice and support to internal and external customers on a range of human resource and organisational development issues including but not limited to; employee relations, reward, disciplinary and grievance employment policies and contracts, resourcing, organisational design, training resourcing and succession planning. Working in partnership with the client group to proactively seek to understand business priorities to identify and implement a range of creative solutions that support the growth and development of the Bank.</p> <p><u>Duties and Responsibilities</u></p> <p>The position is assigned to one or more complexes.</p> <ul style="list-style-type: none"> • Use specialist knowledge and expertise to provide pragmatic and effective advice to designated business unit, on matters of practice and policy interpretation. This could include managing casework or support the development and design of strategy, policy and HR initiatives within a specialised area. Ensure adherence to Bank policy and provide guidance in matters of staff management and administration. • Design and deliver solutions that increase the ability of the organisation and individuals to effectively deliver services. Evaluate organisational development and training interventions to ensure they improve engagement and enable staff to model organisational behaviours and improve technical competence. • Work with teams across CHRM to lead projects and reviews. Ensure that projects are managed to deliver required outcomes within resources by identifying scope, objectives, timelines, milestones, deliverables, performance measures and engaging stakeholders. • Manage data recording systems and undertake data collation and staff surveys to identify patterns and trends. Present sound recommendations and facilitate informed decision making by management. Ensure robust metrics are in place to measure success of HR initiatives and take ownership towards effective implementation in area of responsibility. • Establish effective partnerships with internal and external customers and stakeholders, using a range of communication and facilitation skills to optimise opportunities for partnership working and ensure service delivery and improvement are customer focused and improve business performance. • Continuously review HR policies, practices and procedures to identify and scope areas for improvement. Lead and implement change in a way that engages customers and improves service delivery. • Work within CHRM to support the implementation of organisational change through detailed understanding of the business unit work with managers to design and implement workforce changes and improvements. • Fully understand, deliver and promote the strategic aims of the Bank's Diversity statement. Create a fully inclusive and preventative workplace and approach to service delivery. <p>HR Business Partners use their knowledge, experience and sound judgement to provide a professional HR & OD service to an allocated client group. They are able to:</p> <ul style="list-style-type: none"> • Apply their skills across the range of HR & OD disciplines and use coaching and mentoring to 		

build capability in their customers.

- They are flexible and able to work across different service areas and customers to fulfil the requirements of their role.
- They have comprehensive skills in the areas of analysis, interpretation, judgement and decision-making and are able to appropriately challenge ideas and constructs to provide a sound advisory service to customers. They contribute to the formulation of human resources strategy.
- HR Business Partners proactively stretch their existing skills and build a reputation as a reliable source of HR guidance and advice.
- They apply solid judgement to previous experiences to make sound recommendations and consider the diverse opinions of stakeholders ahead of discussions to anticipate and address difficult reactions constructively. They remain composed under pressure, using personal judgement to devise appropriate responses, especially in dealing with sensitive or critical situations.
- They maintain enthusiasm and commitment to deliver results in the face of difficulties and builds mutually beneficial relationships, recognising sensitive situations and planning how to handle them.
- HR Business Partners take responsibility and accountability for their own decisions and seek feedback to understand more about their performance and impact. They work closely with others who are involved in or impacted by decisions, consulting for their views and involving them in developing solutions.

Selection Criteria (including desirable skills, knowledge and experience)

- At least a Master's or equivalent degree in Human Resources Management, Organisational Development, Social Sciences, Business Administration, Public Sector Management or related discipline.
- A minimum of 7 years of relevant experience as an HR Generalist in the following areas: Recruitment and Selection, Learning and Development, Compensation and Benefits, Mobility, Policy and Programme etc.
- Solid experience in applying experienced level of HR Generalist knowledge to deliver full scope of strategic HR services in line with the Bank's strategy needs/situation.
- Client and results oriented with "a can do attitude."
- Effective consulting and advisory skills that enable clients and help them build their confidence and skills to deal with HR issues.
- Ability to deal with sensitive issues in a multi-cultural environment and to build effective working relations with colleagues.
- Ability to work independently with little supervision as well as part of a multicultural team
- Ability to drive change.
- Ability to be flexible, open minded with integrity.
- Excellent spoken and written English or French, with a working knowledge of the other language.
- Competence with standard Ms Office software, preferable experience of SAP HR.

Submitted by:

Clement OPARE, OIC, CHRM.1

Date :

Approved by:

Clement OPARE, Ag. Director, CHRM

Date :

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. The President, AfDB, reserves the right to appoint a candidate at a lower level. The African Development Bank is an equal opportunity employer and female candidates are strongly encouraged to apply.