

Lively Minds Job Description – HR and Administration Officer

Summary

Position: HR and Administration Officer

Reports to: HR Coordinator

Based: Tamale office

Contract: A fixed-term contract of one year, with a possibility of contractual renewal depending on funding

Hours: Full-time, 8 am to 4 pm Monday to Friday, with one hour for lunch.

Compensation: Band 5a

Benefits: Benefits include basic, medical insurance for the employee, spouse and two child dependents. We also offer Tier 3 Pensions (3% contribution). Lively Minds is passionate about learning and development. We offer all staff access to internal and external learning opportunities. We are unable to offer any financial support for relocation.

About us

Our mission is to get preschool children in rural Africa to thrive. At present, over 250 million children worldwide fail to receive the education and care they need in their early years which means they are less likely to do well in school, find gainful employment, and are at greater risk of early marriage, early parenthood and even criminality. Current approaches to solving this crisis are not proving effective or scalable in low- and middle-income countries.

That's where Lively Minds comes in. We have developed an award-winning Early Childhood Development programme that has been proven through randomised control trials to improve cognitive and socio-emotional skills and reduce malnutrition for pre-schoolers in hard-to-reach communities, so they have a greater chance of succeeding in school and in life. The programme provides marginalised Mothers with a parenting course and weekly radio broadcasts that empower them to run educational Play Schemes for pre-schoolers and to provide better home-based care, using cheap local resources. The programme is delivered through government partners, is cheap and highly scalable. It genuinely has the potential to play a transformative role in ending the global ECD crisis.

We are extremely proud that the Government of Ghana have now adopted the programme and we have a ground-breaking partnership with them to support them to institutionalise it, fund it and to scale it to 60 education districts, reaching over 4000 communities and 1 million

children. In addition, an award-winning international research team are conducting a further randomised control trial to help us understand its impacts at scale. We are now turning our attention to scaling the programme nationwide across Ghana, scaling up the radio in its own right and moving to new countries.

We are a lively ambitious organisation, determined to have a major positive impact on the world. We work hard at a fast pace, in a challenging environment. We expect everyone to give their best to achieve the best possible results. Our work is demanding but provides plenty of opportunity for innovation, responsibility, growth, collaboration, creativity and fun. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, look at the [videos](#) about our programme [at www.livelyminds.org](http://www.livelyminds.org).

About the role

The HR and Administrative Officer plays a key role in the Ghana programme, supporting the HR and finance teams and provides administrative support to the programme as required. The role may also be involved in administrative support to projects.

The role cuts across finance, administration and HR and will require a high level of attention to detail. This dynamic position requires the ability to anticipate needs, think critically and offer solutions to challenges with a high level of professionalism and confidentiality.

The role is fast-paced and collaborative. We are looking for an energetic, highly engaged, team-player with a 'can-do' attitude. To succeed in this role, you must be a self-starter. This role has the potential to expand to other business needs in the future.

Main duties and responsibilities

HR and Learning Team Administration

- Provides administrative support for recruitment and acts as the first point of contact for candidates
- Advises employees on HR administrative queries
- First point of contact for HR systems and learning platforms (PeopleHR and LinkedIn learning)
- Coordinates logistics for induction processes
- Leads PeopleHR inductions
- Monitors compliance and attendance for inductions and online learning courses
- Organises and coordinates team building activities such as birthday acknowledgements and other special events
- Provides regular reports including but not limited to monthly equalities data, leave monitoring, payroll, termly performance management data and learning reports
- Monitors the quality and integrity of PeopleHR data, problem-solving issues with the support of the Head of HR and IT team as needed

- Provide administrative support to training sessions. This includes booking sessions and promotion opportunities for staff
- Provides administrative support to performance management processes e.g. monitoring and entering performance data
- Looks for opportunities to improve data that we hold on staff
- Prepare and submit payment requests for office utilities and other administrative expenses, ensuring timely processing and accurate record-keeping.
- Coordinate with insurers to ensure staff are registered, update staff lists for renewals, and oversee the prompt payment of staff claims
- Maintains and updates HR systems, including the HR Information System (HRIS) and the HR team SharePoint site.
- Oversee the day-to-day operations of the office, ensuring smooth functioning and proper maintenance of facilities and equipment.
- Handle correspondence, documentation, and record-keeping to maintain organized and accessible office systems
- Line manages the two housekeepers

Support to Country Director

- Manages schedules and arranges visits for CD to the field, including working with the finance and admin team to arrange transport, accommodation, etc.
- Preparation of travel budgets for CD
- Support CD to complete financial reporting concerning CD activities (e.g. travels)

Admin Support for Projects

- Depending on workload may be required to provide administrative support to HR and learning projects. Typical projects may include policies and systems and a focus on compliance
- Depending on workload may provide support to capacity-building initiatives such as training sessions
- Depending on workload may provide 1:1 mentoring for staff on HR systems and IT skills in collaboration with the rest of the HR team

You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds' work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team

Experience and skills

Essential experience and skills

- Exceptional organisational skills and attention to detail
- Great time management skills, willingness to work extra hours when the need arises
- Strong verbal and written communication
- Ability to work in a diverse, multicultural environment.

- High degree of professionalism and confidentiality
- Experience of using MS Office suite, familiarity with Outlook Calendars, and ability to adapt to and learn new technologies quickly
- Good understanding of financial budgeting and reporting

Desirable experience and skills

- Some experience of human resources administration
- Able to review and analyse data

You will be expected to perform against the Lively Minds' Competencies.

How to apply

If this sounds like you, please send your completed application form to jobs@livelyminds.org by **11:59 pm GMT on 11th December 2024**.

Lively Minds operates a strict Child & Vulnerable Adult Protection Policy, and we, therefore, check the suitability of successful candidates through background checks consisting of references and police checks.

Lively Minds is fully committed to equity, diversity, and inclusion. We want this to be reflected in the diversity of the people who work for us, and we welcome applications from people from all backgrounds and identities.

Applications submitted after the deadline will **not** be considered. Also, CVs and cover letters will **not** be considered unless stated as a requirement.

Due to resource constraints, we apologise, but we will only respond to shortlisted candidates.