

## JOB DESCRIPTION

**Position title:** People & Culture Manager, WWF Cameroon  
**Reports to:** Country Director, WWF Cameroon  
**Supervises:** People & Culture Administrator and People & Culture Assistant  
**Location:** Yaounde – Cameroon  
**Date:** August 2019

- I. Mission of the Department:** To ensure WWF Cameroon applies the highest standards in the area of people & culture (P&C) management, and fosters a culture based on network citizenship and the 4 ways of working in order to support the achievement of the conservation goals and objectives as laid in the Strategic Plan, in compliance with WWF People & Culture policies and standards.

### II. Major Functions

Under the supervision of the Country Director, the People & Culture Manager as a member of the Senior Management of WWF Cameroon will:

- Implement the People and culture component of the WWF Cameroon Strategic Plan;
- Support management and is the focal person to attract, recruit, develop and retain the right talent for delivering the strategy, and build program and leadership capacity;
- Implement effective people, organizational and management structures, policies and processes in alignment with WWF guidelines, policies and procedures and Cameroon legal standards;
- Lead advisor to the Country Director and his/her team in matters concerning people related risk management.

### III. Major Duties and Responsibilities

- Manage recruitment processes in collaboration with hiring managers, ensuring compliance with standards in resourcing, recruiting, orientation/induction, contracting procedures;
- Support the development and implementation of succession planning for WWF Cameroon;
- Coordinate talent management efforts in line with WWF's Talent management process;
- Coordinate the annual performance and development Journey process and ensure that all staff are evaluated;
- Develop and oversee the implementation of WWF Cameroon training and development plan, manage the leadership and management training programmes;
- Develop and support measures to improve and develop positive organizational culture and employee well-being;
- Ensure the regular review and appropriate application of salary reviews in line with the compensation & benefits guidelines, and oversee payroll management
- Advises Management and monitor staff related legal/disciplinary matters in line with the P&C Policies and local labour laws;
- Ensure proper staff welfare management including managing relationships with key partners e.g., labor authorities, social security, statutory agencies and service providers (Health Insurance, life and personal Accident insurance);
- Ensure that all Field programme locations adhere to the P&C policies and procedures and the local labour laws.
- Ensures and follow-up implementation of audit recommendations on P&C matters
- Ensure People & Culture needs are provided for on the annual and program budgets and support the fundraising team to look out for resources for people culture and development.
- Maintains employee contracts and ensures compliance with the WWF Policies and local labour laws;
- Assists the Country Director in communication with all staff, in Cameroon Country office and field staff as appropriate, on people & culture matters that affect them;

- Manage the entire employee life cycle, induction, contracts management, separation and P&C policy compliance;
- Provides People & Culture management support to the regional hubs/secretariats i.e. Congo Basin Forest Programme, TRIDOM Initiative, Central Africa Wildlife Hub, etc. in liaison with the Regional Office for Africa (ROA) i.e. embedding of staff, job evaluation, review and alignment of contracts
- Carrying out regular internal audits on field projects on People & Culture issues;
- Performs other duties as requested by the Country Director.

#### IV. Profile

##### ***Required Qualifications***

- Masters' degree in HR, administration, Business Management or other related fields;
- At least 7 years of professional experience in HR in Cameroon (min 3 years in a managerial position);
- Proven track record in Human Resources administration and management;
- Knowledge of the institutional, legal and policy framework of employment and HR management in Cameroon;
- Experience working with an International NGO is an added advantage.

##### ***Required Skills and Competencies***

- Proven skills people management;
- Proven skills in change management;
- Proven skills in HR administration;
- Integrity, customer orientation;
- Good knowledge of Ms Office suite;
- Good oral and written skills in English and French;
- Strategic business partnerships;
- Experience in people programmatic policy based approach;
- Demonstrated experience in applying HR management protocols;
- Excellent inter-personal skills, and a good understanding of human relationships;
- Good guidance, counselling, conflict management, and negotiation skills, at all levels;
- Good abilities to work in a team;
- Experience of working in a matrix organization;
- Excellent oral and written communications skills;
- Adherence to WWF's values, which are: Engaging, Optimistic, Determined and Knowledgeable;
- **Adherence to WWF ways of working (Behaviours).**
- **Strive for Impact** «I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact. »
- **Listen Deeply** «I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say. »
- **Collaborate Openly** «I'm a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally. »
- **Innovate Fearlessly** «I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same. »

#### V. Working Relationships

**Internal:** Reports to the Country Director, interacts with Heads of Departments, all Cameroon staff and teams on a daily basis, and as required coordinates and interacts with various project teams, the Regional People & Culture Director and People & Culture team, WWF International and other WWF Network staff.

**External:** Interacts with national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, in collaboration with the Country Director.

**This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.**

Prepared by: \_\_\_\_\_ Date:\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date:\_\_\_\_\_

Approved by: \_\_\_\_\_ Date:\_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_