



JOB DESCRIPTION

Job Title	Human Resources Manager
Department / Location	Human Resource / National Headquarters
Immediate Supervisor's Title	Secretary General
Second Line Manager's Title	TBA
Number of Direct Reports	TBA
Number of Indirect Reports	TBA

Organizational Context

The Philippine Red Cross (PRC) is the country's foremost humanitarian organization, with a network of 102 chapters in 17 regions across Luzon, Visayas, and Mindanao. The overall objective of the PRC is to equip vulnerable communities with crisis prevention practices and orchestrate all forms of humanitarian activities tailored to alleviate the suffering and uplift the dignity of vulnerable people during and after conflict, natural and human-induced disasters, health emergencies, and other crises.

PRC is part of the International Red Cross Red Crescent Movement and one of the National Societies of the International Federation of Red Cross and Red Crescent Societies.

The PRC works to uphold and apply its seven fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality to its six major services: Blood Services, Disaster Management Services, Safety Services, Health Services, Social Services, Red Cross Youth and Volunteer Services.

PRC is composed of dedicated staffers, volunteers, partners, and donors with the intrinsic aspiration to do extraordinary things. Guided by its mantra of Volunteers + Logistics + Information Technology = A Philippine Red Cross that is Always First, Always Ready, Always There, PRC takes pride in serving the Filipino people and will always be committed to providing quality life-saving services that protect life and dignity of indigent Filipinos in vulnerable situations.

PRC is led by its Chairman, Secretary General, and Board of Governors alongside its chapters, volunteers, and staff. It has its Headquarters in Mandaluyong, Metro Manila. The Headquarters are organized into three main Divisions: (i) Program Development and Services; (ii) Chapter Services; and (iii) Corporate and Business Services.

Job Purpose

The HR Manager will lead on developing recruitment strategies, implementing systems for managing staff benefits, payroll and behavior and onboarding new employees. This role will also help organizations develop their workforce through employee training and career development which improves organizational effectiveness and performance. He/She will lead in executing the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.



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Job duties and responsibilities

Strategy, Policy and Leadership

- Design, operate, coordinate, and monitor operational systems for managing necessary human resource functions to implement the approved policies.
- Establish an overall vision for the department that aligns with PRC principles, goals and objectives
- Identify priorities and translate strategic concepts into practical solutions to ensure a coherent department that meets obligations at all level
- Identify labor related legal requirements and government reporting regulations affecting human resource function.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

Recruitment

- Developing a highly efficient recruitment and onboarding process that seeks to identify, recruit, and retain exceptional candidates aligned with the organizations mission and principles while ensuring fairness and consistency of process.
- Provide guidance and support to staff in completion of "Staffing Models" (workforce planning)

Staff Performance

- Review, develop and implement effective employee performance management system, aligned with guidelines.
- Train line managers and provide advice and support for performance management issues.

Training and Development

- Recommends, designs, develops and implements innovative learning and development programs that support the full employment lifecycle, including onboarding, career development, wellness, succession planning, and management and leadership development.
- Organize and coordinate both in-house and off-site staff training and development programs to meet the identified development needs.
- Implement a training and development process to ensure that appropriate development needs are met on a timely and cost-effective basis.
- Continually monitors and evaluates effectiveness of programs and makes needed adjustments.

Employee Relations

- Assists in reviewing and revising salary structure and pay policies
- Review and recommend employee benefit programs, and security, safety and health program
- Implement compensation and benefit policies and practices
- Determine and recommend employee relations practices necessary to establish positive employee-employee relationships and employee-employer relationships

General Management:

- Ensuring accountability and quality of program and operations management, budget commitments, and financial management in accordance with PRC policies, standards, and practices.
- Ensuring accountability, fairness, and transparency in human resources management, through - out the employment cycle including (recruitment, development, performance management, contract administration, and welfare), by maintaining trustworthy environment, providing effective support and promoting a culture of continuous learning.



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- Ensuring that timely submission of the required documents, including (but not limited to): operational highlights, quarterly updates on operations and annual updates on operations as well as delivers inputs for standard reports.
- Support the Management in all other matters related to the PRC activities – including (but not limited to) ensuring strategic coherence and alignment as well as programmatic and operational coordination, support and promote chapters and NHQ fund generation units in the development of the fund-raising strategies to increase resources generated and other relevant required management support.
- Developing department’s business continuity planning process.

POSITION REQUIREMENTS

Education	Required	Preferred
Bachelor’s Degree in Human Resource Management, Psychology and other related studies	X	
Master’s degree in related field		X
Experiences	Required	Preferred
At least 5 years’ experience in Human Resources Administration role	X	
At least 5 years supervisory / managerial experience	X	
Experience of working with Red Cross/Red Crescent		X
Experience of working for a humanitarian / non-profit organization		X
Knowledge and Skills	Required	Preferred
Knowledge in human resource program management principles, practices, methods, and procedures, including organizational development	X	
Knowledge in automated human resource information systems	X	
Exceptional interpersonal skills, including coaching and training	X	
Ability to make decisions in-line with organizational goals and values	X	
Languages	Required	Preferred
Fluently spoken and written English	X	
Values / Competencies		
Core Values: Focused, Fast, Friendly, Flexible, Forward-looking		
Core Competencies: Communication; Collaboration & Teamwork; Decision-making; Client Relations; Creativity & Innovation; Building Trust		
Managerial Competencies: Managing Staff Performance; Managing Staff Development; Project Management		
Functional Competencies: Building Partnership; Strategic Direction; Leadership; Mentorship		

How to apply:

Please send us your most updated CV and Motivation Letter to: prc.recruitment@redcross.org.ph , with the subject of the position title you are applying for.

Application Closing Date: 5 April 2023